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Government
Publications

Index of Statistical Files in the Ontario Government 1978-79



Ontario

Ministry of
Treasury and
Economics

Central
Statistical
Services

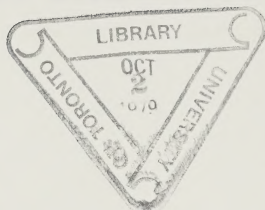
Index of Statistical Files in the Ontario Government 1978-79



Ontario

**Ministry of
Treasury and
Economics**

**Central
Statistical
Services**



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and suggestions for improvement
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PREFACE

This is the fifth annual edition of the Index of Statistical Files in the Ontario Government. The Publication is completely revised and edited to a new and more readable format. The new presentation provides the convenience of a full contents list as well as an index.

The Index is intended to serve information officers, researchers and persons who need statistical and related information from within the Ontario Government.

We wish to thank the Ministries and Agencies whose files are listed here, for their co-operation and help in assembling information for the Index.

Pages ii through iv should be read before using the Publication.

April 1979
Central Statistical Services

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INTRODUCTION

In this issue attention has been given to improving the layout, standards, ease of use and economy of the publication. We anticipate that users will find the new format more convenient.

Several Ministries have substantially revised their data, in some cases making more information available, in others condensing the content or deleting material that was redundant. This, also, should provide utility to the material printed.

The following explanatory remarks are made to clarify the approaches used in this issue of the Index, and to provide general information for the user:

Standard Format

Most File Listings follow a standard format for the purpose of styling. However, in some cases the format has had to be altered to accommodate special conditions. In some cases Ministries have prefaced their material by comments which are relevant only to their information.

Data Release

In most cases files are designated as "Open" which means that there are no confidentiality requirements imposed on the data. In the cases where files are "restricted" or "confidential" useful data release is usually possible. Enquiries should be made directly to the relevant Ministry staff.

Definitional information is given where necessary with the relevant Ministry File Listings.

TERMS USED IN THIS INDEX

A Statistical File, defined for the purpose of this publication, is any file which contains Statistical Data (as described below) or, is a numerically accurate derivative from such a file; and, contains data which are relevant to the results of and progress of Programs and Activities in the Government of Ontario. In some cases a file, while not qualifying as a Statistical File by the preceding definition, will qualify for this publication by providing numeric or classifiable data in some detail for an arbitrary, or non-representative sample of units in the Population. In such cases, because the data are potentially useful for carrying out statistical studies on groups of units within the total population (e.g. a group classified by size or by geographic region), the file is classified as a Statistical File.

The Term File Listing relates to the description provided herein for a Statistical File or for a related group of such files. In some cases a File Listing will describe a data processing facility using input statistics and having capabilities for producing end reports containing numerical or other statistical data. Each File Listing is listed within the relevant Ministry and the appropriate part of that Ministry and, supplies the following information: a File Listing Serial Number (within Ministry); Listing Name and, when available, Ministry Reference Identification; Objective; Content; Accessibility; Key; Size; Storage; and, Retention.

A description of these terms is given below.

Statistical Data are data:

which are numeric or, are capable of being ranked, classified or categorized (i.e. they are, or can be expressed, in nominal, ordinal, interval or ratio scales); which conform with pertinent data standards; and which result from representative sampling procedures whenever data for a whole population are not collected.

Further, the method of data gathering should be expected to be appropriate for achieving reasonable recording consistency; in other words the data should be as free as possible from error which cannot be assessed or estimated.

The Listing Serial Number is a number assigned sequentially to File Listings, within each Ministry. This number with the Ministry Code is used to provide a unique reference identifier for each File Listing.

A Ministry Reference Identification is supplied with the File Listing Name whenever available. This is frequently the schedule number used in the Ministry Schedule showing status of file storage and disposition.

Objective describes the actual and expected uses for the file(s), or systems data, which may be referenced through the File Listing.

The Content entry provides information on the data content of the file(s) and, where relevant, a description of systems processing capability. The purpose is to provide the reader with some understanding of the data which may be acquired from the file(s) or system(s) listed. Names of relevant publications are also given under this heading.

The Accessibility of data is affected by its confidentiality status and by the necessary data processing or records handling required to service an enquiry.

Key lists the names of the main identifier(s) used in referencing specific records or parts of file(s). In some cases the key entry will comprise those data which are most often used for maintaining the file(s) records in sequence, that is, the main "Sort key".

A Record is a collection of related information about a particular subject - matter unit. For instance, the file on Population of a Local Municipality contains a record on each municipality. Collectively, these records form one file.

Size is the number of records contained in files referenced through a File Listing.

Storage is a description of the physical media used for storage of the information contained in files referenced through a File Listing.

Retention is the period of time that data, referenced through a File Listing, are retained on file. In some cases this entry gives the retention period for different stages of file retention; (e.g.: first, in the Computer Centre and later in the Records Centre).

HOW TO USE THIS INDEX

Each unit in the main body of this Index is a separate listing (or "abstract") of a file, or set of files, available in a ministry, board or commission of the Ontario Government. One or more listings is given to a page. A description of the contents of each "File Listing" is given in the section on Terms used in catalogue.

In this issue two approaches for seeking material relevant to your interests can be used.

First, if the reader expects the information to be resident with a given Ministry, it should be an easy task to scan the list of File Listings to see if likely titles are referenced. As the File Listings are grouped under the operational unit or subject matter title within each Ministry, File Listings for related topics are often found together.

Secondly, if the first approach is not appropriate or if it fails to show up a File Listing that is relevant, consult the index.

In the index each subject entry is followed by one or more code designations consisting of a Ministry code and a number. For instance, files on "fish" are listed as follows:

Fish,
 catch reports, NAT-R 21
 hatchery, NAT-R 17
 stocking, NAT-R 18, NAT-R 19

The alphabetical part of the code, in this case NAT-R (Ministry of Natural Resources) denotes the agency that operates the file. It also indicates where the abstracts can be found within the file listings in the publication. The abstracts are grouped by ministry, board or commission, each of which is assigned a specific code. These groups are arranged alphabetically in the "Listings of Statistical Files". For reference, the codes are listed on page v

In the example above, you would turn to section NAT-R, File Listings 17, 18, 19 and 21 to find listed those files which are maintained by the Ministry of Natural Resources.

Users of the Index wishing to make inquiries concerning a specific File should communicate directly with the contact as referenced under Accessibility. If necessary, the Central Switchboard should be called for assistance, telephone 965-1211.

Note that all telephone numbers in the Toronto district telephone area (code 416) are given in shortened form without the area code.

CODES USED FOR
MINISTRIES APPEARING
IN THIS PUBLICATION

<u>Ministry</u>	<u>Code</u>
1. Agriculture & Food	AG & F
2. Attorney General	AT-GEN
3. Colleges & Universities	COL & UN
4. Community & Social Services	COM & SS
5. Consumer & Commercial Relations	CON & CR
6. Culture & Recreation	CUL & REC
7. Education	EDCN
8. Energy	ENGY
9. Environment	ENVT
10. Government Services	GVT-S
11. Health	HLTH
12. Housing	HSG
13. Industry & Tourism	I & T
14. Intergovernmental Affairs	IGA
15. Labour	LBR
16. Natural Resources	NAT-R
17. Solicitor General	SOL-G
18. Transportation & Communications	T & C
19. Treasury & Economics	T & E

List of File Listings

MINISTRY OF AGRICULTURE AND FOOD

Agricultural Research Institute of Ontario

01 Agricultural Research Data - University of Guelph

Crop Insurance Commission

02 Beef Calf Enrolments (Beef Calf Income Stabilization Program)
03 Insurance Contracts Indemnity Claims (Crop Insurance Program)
04 1977 Grain Corn Plan Enrolments (Farm Income Stabilization
 Commission)

MINISTRY OF THE ATTORNEY GENERAL

Administrative Tribunals

01 Crime Victim Compensation - Award Process, Workload Statistics
02 Expropriation Compensation - Arbitration, Workload Statistics
03 Ontario Municipal Board, Workload Statistics

Common Legal Services

04 Official Guardian, Workload Statistics
05 Public Trustee, Workload Statistics

Legislative Counsel

06 Legislation, Workload Statistics

Programmes and Administrative Division

07 Legal Aid, Workload Statistics

MINISTRY OF COLLEGES AND UNIVERSITIES

Colleges

01 College of Applied Arts and Technology Applications Statistics
02 OCIS (Ontario College Information System) Students - Computer
 File
03 OCIS (Ontario College Information System) Students - Derived
 File
04 OCIS (Ontario College Information System) Staff- Computer File
05 OSIS (Ontario College Information System) Staff - Derived File
06 OCIS (Ontario College Information System) Capital Facilities
07 OCIS (Ontario College Information System) Space
08 OCIS (Ontario College Information System) Multi-year Plan
 Analysis
09 OCIS (Ontario College Information System) Financial

Universities

10 USIS (University Student Information System) - Computer File
11 USIS (University Student Information System) - Derived File

Industrial Training

- 12 Statistical Records, Tradesmen and Apprentices
- 13 Enrolment in Apprenticeship Programs
- 14 Enrolment in Adult Retraining Programs
- 15 Enrolment in Training in Business and Industry Programs
- 16 OMDP (Ontario Management Development Program) - Statistics

Student Awards

- 17 OSAP (Ontario Student Assistance Program) Statistical File - Computer
- 18 OSAP (Ontario Student Assistance Program) Statistical File - Derived
- 19 Special Bursaries and Awards for Post-Secondary Education

Financial Summaries

- 20 Financial Statements of Ontario Colleges of Applied Arts and Technology, Universities and Related Institutions
- 21 Summary of Operating Expenditures by Budget Function and Program Category for Ontario Colleges of Applied Arts and Technology

MINISTRY OF COMMUNITY AND SOCIAL SERVICES**Strategic Planning and Policy Secretariat**

- 01 Annual Statistical Supplement
- 02 Expenditures by Municipality

Adult Services**Senior Citizens Branch**

- 03 Area Statistics
- 04 Summary of Municipal and Charitable Homes for the Elderly

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS**Commercial Standards Program****Ontario Securities Commission**

- 01 Bulletin

Companies Division

- 02 Companies Information System - Cancellation Statistical Report
- 03 Companies Information System - Jurisdiction Report
- 04 Companies Information System - Weekly Update Statistical Report
- 05 Companies Information System - Year-to-Date Statistical Report
- 06 Monthly Cancellation Reports
- 07 Monthly Statistical Report of Partnership Registry

Financial Institutions Division

- 08 Annual report of the Registrar of Loan and Trust Corporations
- 09 Annual Report of the Superintendent of Insurance, Ontario

Public Entertainment Standards Program**Lotteries Branch**

10 Lotteries Branch

Ontario Racing Commission

11 Annual Report

Registrar General Program

12 Ontario Vital Statistics

Liquor Control Board of Ontario

13 Store Inventories

14 Store Sales

MINISTRY OF CULTURE AND RECREATION**Citizens Inquiry Branch**

01 Inquiry Statistics

Provincial Library Services

02 Statistics for Public Libraries in Ontario

Translation Bureau

03 Translation Statistics

MINISTRY OF EDUCATION**Information Systems and Records Branch**

01 Approved Experimental Courses Report

02 Curriculum System Statistical Report - Enrolment by Course and
Division

03 Master Identification File (MIDENT)

School Business and Finance Branch

04 Legislative Grant Approvals for School Construction

05 School Accommodation Inventory

MINISTRY OF ENERGY**Strategic Planning and Analysis Group**

01 Crude Oil and Equivalent Propane/Butane and Unfinished Products
Transported to Ontario Via U.S.A.

02 Imports of Fuels into Ontario by Source Country and Province of
Clearance

03 Ontario Primary Energy Consumption by Energy Type

MINISTRY OF THE ENVIRONMENT

Air Resources Branch

Air Quality and Meteorology Section

01	Air Quality and Meteorology Information System and Data Files
02	Continuous Monitoring Stations
03	Continuous Monitoring Station Charts
04	Emission Inventory Air Pollutants Computer System and Data File
05	General Files Meteorology
06	Lead Report Monthly

Phytotoxicology Section

07	Phytotoxicological Assessment System
08	Vegetation Survey Files

Technology Development and Appraisal Section

09	Hazardous Contaminants Information File
10	Nanticoke Environmental Management Program (NEMP)

Vehicle Emissions Section

11	Automotive Emission Analysis System
12	Surveys and Reports

Environmental Approvals Branch

13	Certificates of Approval
14	Environmental Assessment Project Information System
15	Estimated Capital Expenditures for Industrial Waste Treatment Works - Water and Air
16	Solid Waste Site Inventory

Financial and Administrative Services Branch

17	Pollution Abatement Incentive Act Files
----	---

Environment Information Services Branch

18	Daily Clipping Service
----	------------------------

Legal Services Branch

19	Prosecutions Lists
----	--------------------

Pollution Control Branch

Development and Research Group

20	Inventory of Research Projects (Annual)
----	---

Municipal and Private Section

- 21 Phosphorous Removal Program File
- 22 Sewage Treatment Files
- 23 Utility Descriptor Location File or "Library File"
- 24 Utility Water Pollution Monitoring

Pesticides Control Section

- 25 Classification of Pesticides and Pesticide Containers
- 26 Licenced Pesticide Exterminators
- 27 Licenced Pesticide Vendors
- 28 Pesticides Information System
- 29 Pesticides Products Information System
- 30 Poison Control Information
- 31 Registered Custom Sprayers
- 32 Research Grants File
- 33 Technical Information Files (Pesticides)

Project Coordination Branch

- 34 Utility Project Management System

Regional Branches

- 35 Control Orders, Requirements and Directions and Program Approvals

Water Resources Branch

Administrative and Data Services Section

- 36 Bibliography Files

Hydrology and Monitoring Section

- 37 Daily Flows -- Rivers and Streams in Ontario -- (Hydrologic Information System)
- 38 Hydrologic Data Master File -- (Hydrologic Information System)
- 39 Hydrologic Information System
- 40 Hydrologic Modelling System
- 41 Sample Information System -- Data Analysis
- 42 Sample Information System (SIS) -- Data Storage and Retrieval
- 43 Water Quality/Quantity Meter Processing System
- 44 Water Quality Sample Results Master File (Sample Information System)
- 45 Water Taking Information System
- 46 Water Well Contractors List
- 47 Well Water Information System
- 48 Water Well Municipal File
- 49 Water Well Records

Planning and Coordination Section

- 50 Water Quality Information System -- Great Lakes Survey
- 51 Water Quality Information System -- Recreational Lakes Survey
- 52 Water Quality Meter Readings
- 53 Current Meter Readings
- 54 River Basin Water Quality Simulation Models

Water Modelling Section

55 Lake Dispersion Model

Waste Management Branch

Waste Management Systems Planning Section

56 Derelict Motor Vehicle (DMV) File
57 Transfers of Liquid Industrial Waste

Waste Utilization Section

58 Experimental Resource Recovery Plant Records Monthly Summaries

MINISTRY OF GOVERNMENT SERVICES

Accommodation Division

Planning and Design Services Branch

01 Government Parking Inventory January 1975
02 Government Parking Inventory - Updated Parking Zone Maps - 1977

Administration Division

Finance Branch

03 Financial Information System

MINISTRY OF HEALTH

Assistant Deputy Minister's Office (Administration and Health Insurance)

Drugs and Therapeutics Branch

01 Drugs and Therapeutics
02 Drug Benefit Profiles Master

Health Insurance Division

Insurance Claims Branch

03 Claims File
04 Claim Form 118: For Institutions for Chronically Ill
05 Discharge Reports for all Persons Forms 106D and 106S
06 Long Stay Report Form
07 134-84 - Report of Out-Patient Therapy
08 Out-of-Province Claims - Form 120
09 Out-of-Province Land and Air Ambulance Claims
10 Out-Patient Day Care Report (Form 3117-84)
11 Physiotherapy Claim Form 525-84
12 Report of Emergency and Authorized Out-Patient Services (Form 134A)
13 Third Party Recovery File (Form 115 Hospital Accident Reporting)

Finance and Administration Division**Finance and Accounting Branch**

- 14 Accounts Payable Detail File (APM006P1)
- 15 Accounts Payable Vendor Master File (APD007M1)
- 16 Accounts Payable VIBSA Master File (APD011M1)
- 17 Financial Management Control System (IFAA20M1)
- 18 Resident Data File

Fiscal Resources Branch

- 19 Hospitals and Other Facilities Budgets
- 20 Hospitals and Other Facilities Final Settlements
- 21 Hospitals and Other Facilities Operating Statements

Information Systems Division**Data Development and Evaluation Branch**

- 22 Admissions/Separations of Psychiatric In-Patient Facilities
(Forms 2303-16, 2303-90.10)
- 23 Annual Return of Health Care Facilities - Hospitals- Part One
- 24 Census Data Sheet (Re: Patients on the Books and Person in
Residential Units, Psychiatric Hospitals)
- 25 Daily Census Summary
- 26 In-Residence Report
- 27 Ontario In-Patient Data File
- 28 Perinatal Mortality Survey
- 29 Therapeutic Abortions
- 30 Vital Statistics

Jointly by Information Systems Division and Crippled Children's Society

- 31 Crippled Children

Assistant Deputy Minister's Office (Institutional Health Services)**Inspection Branch**

- 32 Inspection of Installed Medical X-Ray Units
- 33 Nursing Homes and Homes for Special Care

Direct Services Division**Ambulance Services Branch**

- 34 Ambulance Log Book (Operating Costs, Maintenance Costs and
Performance)
- 35 Ambulance Vehicles
- 36 OASIS (Ontario Ambulance Services Information System)

Laboratory Services Branch

- 37 Statistical Records - Laboratory

Institutional Division**Institutional Planning Branch**

38 Room Measurement Records

Assistant Deputy Minister's Office (Community Health Services)**Health Manpower Planning Section**

39 Pharmacist Manpower
 40 Physician Manpower
 41 Physiotherapist Manpower
 42 Registered Nursing Assistant Manpower
 43 Registered Nurses Manpower

Personal Health Division**Consulting Services Branch**

44 Maternal Mortality (A joint Ministry - O.M.A. Maternal Welfare
 Committee)
 45 Thalidomide Program

Community Health Division**Clinic Services Branch**

46 Tuberculosis Control

Community Health Protection Branch

47 Annual Reports - Local Health Units
 48 CAPHIS - Computer Assisted Public Health Inspection
 49 C.N.R. Dental Car and Four Road Vehicles
 50 Communicable Diseases
 51 Dairy Statistics
 52 Milk Product Plants
 53 Public Health Inspection - General
 54 Public Health Nursing - Annual Reports
 55 Rabies Surveillance
 56 Slaughter Houses and Meat Processing Plants
 57 Summer Camps (Licenses and Inspection Reports)
 58 Venereal Disease

Health Promotion Branch

59 Community Health Activity Resources Information System (CHARIS)
 60 CASH - Computer Assisted School Health
 61 Ontario Dental Health Index
 62 Professional Credentials File

**Held Jointly by Community Health Division (Health Promotion Branch) and
 Personal Health Division (Consulting Services Branch)**

63 Stillbirth and Infant Death Records (Under Revision)

Addiction Research Foundation

Research Division

- 64 Patient Records
- 65 Various Ad Hoc Research Survey

MINISTRY OF HOUSING

Community Planning Division

Local Planning Policy Branch

- 01 Mobile Home Park Survey, Selected Data from Interviews with Managers

Plans Administration Division

Operations and Development Control Branch

- 02 Land Development Information System

Policy and Program Development Secretariat

Management Planning and Evaluation Branch

- 03 Rent Survey, August 1976
- 04 Rent Survey, September 1977

MINISTRY OF INDUSTRY AND TOURISM

Industry and Trade Analysis Branch

- 01 Doing Business in Ontario, Canada
- 02 Ontario in Statistics 1978
- 03 Commodity Profiles
- 04 Ontario Exports by Countries and Commodities 1977
- 05 Foreign Market Profiles

Industry Branch

- 06 Federal/Provincial Manufacturing Company Profile Program
- 07 Manufacturing and Marketing Opportunities Bulletin
- 08 Municipal Profiles

Policy and Priorities Division

- 09 Tourism Statistical Handbook, 1975
- 10 Ontario Recreation Survey (ORS) 1973-74
- 11 Travel Information Centre - Evaluation Survey
- 12 Travel Information Centre - Visitor Survey
- 13 Travel Survey of Ontario Households 1977
- 14 U.S. Auto Exit Survey 1973-74

MINISTRY OF INTERGOVERNMENTAL AFFAIRS

Subsidies Branch

- 01 Inventory of Provincially-Owned Properties
- 02 Managed Forest Tax Reduction Program
- 03 Municipal and School Tax Credit Program
- 04 The Farm Tax Reduction Program

MINISTRY OF LABOUR

Research Branch

- 01 Collective Bargaining Agreements in Ontario
- 02 Collective Bargaining Settlements and Negotiations in Ontario
- 03 Conciliation and Mediation Services Labour Relations Act
- 04 Fatal Accidents in Ontario Construction 1964-1974
- 05 Strikes and Lockouts in Ontario
- 06 Union Membership in Ontario 1962-1976
- 07 Wage Developments in Collective Bargaining Settlements in Ontario

Women's Bureau

- 08 Women in the Labour Force: Basic Facts
- 09 Women in the Labour Force: Education
- 10 Women in the Labour Force: Labour Unions

MINISTRY OF NATURAL RESOURCES

Aviation and Fire Management Centre

- 01 Weather Record

Finance and Administration Group

Financial Services Branch

- 02 Sale of Licences (Fish and Wildlife)

Personal Services Branch

- 03 Annual Report of Workmen's Compensation and Motor Vehicle Collision Costs -- 1975-1976

Lands and Waters Group

Conservation Authorities

- 04 Central Region Conservation Authority Survey of Origins and Destinations

Engineering Services Branch

- 05 Water Level Records (at Dam Sites)

Lands Administration Branch

- 06 Beach Protection Act Licence
07 Mining Acreage Tax and Rent Roll
08 Patent Records
09 Quarry Permit

Surveys and Mapping Branch

- 10 Ontario Map Catalogue

Mineral Resources Group

Mineral Resources Branch

- 11 Report on Mineral Industry Operations - An Annual Census of
 Mines and Mineral Processing Plants Operating in Ontario

Ontario Geological Survey

- 12 Assessment Work (on Mining Claims) and Work Filed "Not For
 Assessment Credit"
13 Mineral Deposit Records

Outdoor Recreation Group

Fisheries Branch

- 14 Commercial Fisheries (Equipment, Boats and Shore Installations)
15 Commercial Fishing Licence Copies
16 Commercial Fishing Licence Record Books
17 Fish Culture Production and Costing System
18 Fish Stocking Records
19 Lake Survey Summary Aquatic Habitat Inventory
20 Lake Record Cards - Commercial Fisheries
21 Licence and Catch Report Record Cards
22 Stream Survey Summary - Aquatic Habitat Inventory

Provincial Parks Branch

- 23 Ontario Provincial Park Statistics
24 Ontario Provincial Parks Enforcement Statistics
25 Park Cost Study 1975-1976

Wildlife Branch

- 26 Aerial Inventory of Moose
27 Bear Hunter and Harvest Data
28 Beaver Population Dynamics
29 Big Game Killed by Means Other than Legal Hunting
30 Deer Hunter and Harvest Data
31 District Waterfowl Banding Report
32 Moose Hunter and Harvest Data
33 Predator Control

Wildlife Branch (cont'd):

34	Snow Cover Records
35	Small Game Hunter and Harvest Data
36	Summer Grouse Observations
37	Summer Hunting and Harvest Data
38	Waterfowl Census

Policy Co-Ordination Secretariat

39	Ontario Recreation Supply Inventory
40	Ontario Recreation Survey 1973-1974

MINISTRY OF THE SOLICITOR GENERAL**Ontario Police Commission****Supervision of Police Forces Program**

01	Police Administration Statistics
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Ontario Provincial Police Program**Management Division**

02	Uniform Crime Report - Criminal Occurrences
03	Uniform Crime Reporting - Police Administration Statistics
04	Uniform Crime Reporting - Traffic Occurrences

Public Safety Division Program**Centre of Forensic Sciences**

05	Breathalyzer Statistics
06	Monthly Report of Cases

Chief Coroner's Office

07	Coroners Investigation File, Coroners Inquest File
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MINISTRY OF TRANSPORTATION AND COMMUNICATIONS**Communications Division****Communications Policy Branch**

01	Census (CENSUS Module)
02	CRTC Decisions (CRTC Module)

Finance and Administration**Financial Branch**

03	Expenditures on Highways by County and District
04	Material Price Index
05	Tender Price Index
06	Water Transportation Report - Operating Expenses of Ferry Boats

Operations (Highway Engineering Division)

Design and Construction Branch

07 Hydrometric Records (HYMEDA) (Stream Flow Records)

Engineering Materials Office

08 Chloride Concentration in Structural Concrete
 09 Construction Information System (Concrete)
 10 Ferrous Hydroxide Concentration - Half Cell Voltage Reading
 11 Geotechnical Cross Reference and Retrieval System (Geocres)
 12 Asphalt Plant Extraction Check Results (1961-1978)
 13 Mays Meter
 14 Mineral Aggregate Inventory
 15 M.T.C. Water Supply Inventory
 16 Pavement Management Feedback and Information System (PAMFIS)

Ontario Telephone Service Commission

17 Telephone Systems Annual Reports and Statistics Canada Reports

Planning, Research and Development (Municipal/Provincial Transportation Branch)

Municipal Roads Office

18 Municipal Data Bank
 19 Municipal Roads and Streets Mileage Reports

Provincial Roads Planning Office

20 Highway Inventory Counts
 21 Permanent Counting Station Counts
 22 Plots of Performance Indicators

Planning Research and Development (Planning Division)

Urban and Regional Transportation Planning Office

23 1971 Census Place of Work Data

MINISTRY OF TREASURY AND ECONOMICS

Central Statistical Services

01 Census of Manufactures, County-Major Industry Group Data, 1967-1976
 02 Census of Manufactures, Energy Consumption, 1971-1976
 03 Census of Manufactures, Establishment Data, 1967-1976
 04 Census of Manufactures, Establishment Description 1970-1976
 05 Census of Manufactures, Manufactured Commodities, 1971-1976
 06 Census of Manufactures, Multi-Year Establishment Level File of Ontario Manufacturing Statistics (MEFOMS), 1971-1976
 07 Census of Manufactures, New Establishment File 1966-1975
 08 Census of Manufactures, Principal Statistics, 1949-1976
 09 Census of Population and Housing
 10 Credit Union Mailing Address

Central Statistical Services (cont'd):

11	Credit Unions, Quarterly Financial Survey, Ontario
12	Driver Licence Transfers
13	Population Projections
14	Quarterly Ontario Economic Accounts
15	Revenue Enumeration Data
16	Vital Statistics

Fiscal Policy Division

Intergovernmental Finance and Grants Policy Branch

17	Municipal Grants Population
18	Ontario Unconditional Grants
19	Per Capita Grants Register

Municipal Finance Branch

20	Financial Statements of Municipalities
21	Grants Register
22	Municipal Taxation Analysis Forms
23	Population of a Local Municipality

Listings

Listings of Statistical Files

MINISTRY OF AGRICULTURE AND FOOD

Agricultural Research Institute of Ontario:**01 Agricultural Research Data - University of Guelph**

Objective To provide data based on research findings.

Content Agricultural research data collected and held by University of Guelph operating under a standard contract with Ministry of Agriculture and Food together with agricultural research data collected by colleges and universities operated by the Ministry of Agriculture and Food.

Accessibility Open file.
Address enquiries to Dr. J.C. Rennie, telephone 965-6695.

Key Not available
Size Not available
Storage Not available
Retention Indefinitely

Crop Insurance Commission:**02 Beef Calf Enrolments (Beef Calf Income Stabilization Program)**

Objective To record eligible cows for calculation of fees and support payments.

Content Cow registration, herd statistics verification date and gross and net payments.

Accessibility Open file.
Address enquiries to Mr. O. Bird, telephone 965-1811.

Key Enrolment number
Size 17,000/year
Storage Paper file, all data also computerized and/or on microfiche
Retention 7 years

03 Insurance Contracts Indemnity Claims (Crop Insurance Program)

Objective To provide data to underwrite an insurance contract and to use in statistical analysis in actuarial calculations.

Content Records of individual crop insurance contracts: up to 34 plans presently available.

Accessibility Open file.
Address enquiries to Mr. O. Bird, telephone 965-1811.

Key Contract number
Size 30,000
Storage Paper file with all information also computerized; contract records also updated annually on microfiche
Retention 7 years

04 1977 Grain Corn Plan Enrolments (Farm Income Stabilization Commission)

Objective To record and identify applicants for income stabilization payments.

Content Record of location, acreage, claim and payment.

Accessibility Open file.
Address enquiries to Mr. O. Bird, telephone 965-1811.

Key Enrolment number
Size 12,000
Storage Paper and computerized file
Retention Indefinitely

MINISTRY OF THE ATTORNEY GENERAL

Programmes and Administrative

Division (cont'd):

Publication: Law Society of
Upper Canada Ontario Legal Aid
Plan, Annual Report.

Accessibility Open file.

Address enquiries to Mr. D.J.
McCourt, Controller, Ontario
Legal Aid Plan, telephone
361-0766.

Key Area

Size 46 area offices

Storage Paper file

Retention Indefinitely

MINISTRY OF COLLEGES AND UNIVERSITIES

In this section, files are classified as confidential only where:

1. The file contains individual data collected under the federal and provincial statistics acts.
2. The file contains individual data collected with the understanding that it shall be held confidential.

Files are classified as restricted to meet residual confidentiality obligations. Detail is withheld which might permit the attributes of individuals to be inferred; data relating to specific institutions normally requires their authorization before release. In practice, these restrictions rarely present obstacles to the supply of useful data.

Colleges:

leaving the college of individual students in post-secondary programs.

01 College of Applied Arts and Technology Applications Statistics

File started in 1970.

Objective To provide information on the number of applicants to colleges of applied arts and technology and their college and program preferences.

Confidentiality Confidential file (Category 2).

Availability See derived file: File listing 3.

Content Records of the sex, birthdate, and citizenship/immigration status of applicants, together with their first preference for college and program. File started in 1974.

Contact Bob Stoll, Special Projects, telephone 965-9511.

Storage Magnetic tape

Retention Indefinitely

Confidentiality Open file.

Availability Data normally available on demand.

Contact Mafat Patel, Information Resource Branch, telephone 965-5477.

Storage Paper file

Retention Indefinitely (tentatively, 15 years)

03 OCIS (Ontario College Information System) Students-Derived File

Objective To provide demographic and program data on full-time, post-secondary students enrolled in Ontario colleges, which may be publicly released.

Content Tabulated data on program and demographic characteristics of full-time, post-secondary students enrolled in Ontario colleges of applied arts and technology. File started in 1970.

Confidentiality Restricted file.

Availability Normally available on demand.

Contact Mafat Patel, Information Resources Branch, telephone 965-5477.

02 OCIS (Ontario College Information System) Students - Computer File

Objective To provide data for statistical, financial and planning purposes.

Content Records of program, educational and demographic characteristics and of status on

MINISTRY OF COLLEGES AND UNIVERSITIES

Colleges (cont'd):**Storage** paper file**Retention** Indefinitely**04 OCIS (Ontario College Information System) Staff-Computer File****Objective** To provide data on staff of Colleges of Applied Arts and Technology, for purposes of statistics, planning and analysis.**Content** Salary, qualifications, experience and employment category of individual staff of colleges of applied arts and technology. File started in 1970.**Confidentiality** Confidential file (Category 2).**Availability** See derived file: File listing 5.**Contact** Bob Stoll, Special Projects, telephone 965-9511.**Storage** Magnetic tape**Retention** Indefinitely**05 OCIS (Ontario College Information System) Staff-Derived File****Objective** To provide data on the staff of colleges of applied arts and technology which may be publicly released.**Content** Tabulations of data salary, qualifications and employment category of staff of Ontario colleges of applied arts and technology (file started in 1970.)**Confidentiality** Restricted file.**Availability** Data normally available on demand.**Contact** Mafat Patel, Information Resources, telephone 965-5477.**Storage** Paper file**Retention** Indefinitely**06 OCIS (Ontario College Information System) Capital Facilities****Objective** To provide data for cost analysis of capital facilities of the colleges of applied arts and technology.**Content** Tender cost by category, cost per sq. ft. File started in 1971.**Confidentiality** Open file.**Availability** Summary statistics supplied on demand.**Contact** Bob Stoll, Special Projects, telephone 965-9511.**Storage** Paper file, Magnetic tape**Retention** Indefinitely**07 OCIS (Ontario College Information System) Space****Objective** To provide a detailed inventory of space by college, building and space category.**Content** Square footage of college buildings, listing of individual rooms with function and student capacity. File started in 1971.**Confidentiality** Open file.**Availability** Summary statistics supplied on demand.**Contact** Bob Stoll, Special Projects, telephone 965-9511.**Storage** Paper file, magnetic tape**Retention** Indefinitely

MINISTRY OF COLLEGES AND UNIVERSITIES

Colleges (cont'd):

08 OCIS (Ontario College Information System) Multi-year Plan Analysis

Objective To provide summaries of and comparisons between, planning data provided in college annual Multi-year Plans.

Content A summary of the actual and projected information on enrolments, staff, revenue, costs, etc., contained in each college's annual Multi-year Plan. File started in 1974.

Confidentiality Open file.

Availability Data normally available on demand.

Contact Bob Stoll, Special Projects, telephone 965-9511.

Storage Paper file

Retention Indefinitely

09 OCIS (Ontario College Information System) Financial

Objective To provide comparative data on all financial aspects of the colleges of applied arts and technology.

Content Details of historical, budgeted and projected revenue and expenditures for colleges of applied arts and technology. File started in 1971.

Confidentiality Open file.

Availability Data normally available on demand.

Contact Bob Stoll, Special Projects, telephone 965-9511.

Storage Paper file, magnetic tape

Retention Indefinitely

Universities:

10 USIS (University Student Information System) - Computer File

Objective To provide demographic and program data on students enrolled in Ontario universities, for statistical and financial purposes.

Content Records of the program status and of demographic characteristics of students on an individual basis. File started in 1972.

Confidentiality Confidential file (Category 1).

Availability See derived file: File Listing 11.

Contact Ms. Alison Hegarty, Information Resources, telephone 965-5477.

Storage Magnetic tape

Retention Indefinitely (at least 15 years)

11 USIS (University Student Information System) - Derived File

Objective To provide demographic, program and formula funding data on students enrolled in Ontario universities and which may be publicly released.

Content Tabulated data on program and demographic characteristics of students enrolled in Ontario universities and on formula funding provided to the universities. File started in 1972.

Confidentiality Restricted file.

Availability Data normally available on demand.

Contact Mafat Patel, Information Resources, telephone 965-5477.

MINISTRY OF COLLEGES AND UNIVERSITIES

Universities (cont'd):

Storage Computer generated microfiche

Retention Indefinitely (at least 15 years)

Contact Miss Lilian Greenhead, Information Resources, telephone 965-5477.

Storage Paper file

Retention Indefinitely (at least 15 years)

Industrial Training:**12 Statistical Records, Tradesmen, and Apprentices**

Objective Maintain periodic statistical reports of registered apprentices and certified tradesmen; examinations; private hairdresser and barber student registrations.

Content Incoming and outgoing monthly statistical reports and summaries

Confidentiality Open file.

Availability Data normally available upon demand. Also available in the Statistics Canada publication. Publicly supported vocational training involving the private sector, catalogue number 81-238.

Contact Management data, I.T.B., telephone 965-5862.

Storage Paper file

Retention Indefinitely

13 Enrolment in Apprenticeship Programs

Objective To provide data on activity levels in apprentice instruction to justify funding and for statistical purposes.

Content Monthly reports on enrolment, by college and by trade program in college instruction for apprentices. File started in April 1974.

Confidentiality Open file.

Availability Summary statistics supplied on demand.

14 Enrolment in Adult Retraining Programs

Objective To provide data on activity levels in adult retraining programs to justify funding and for statistical purposes.

Content Monthly reports on enrolment by college and by retraining program. File started in April, 1963.

Confidentiality Open file.

Availability Summary statistics supplied on demand.

Contact Miss Lilian Greenhead, Information Resources, telephone 965-5477.

Storage Paper file

Retention Indefinitely (at least 15 years)

15 Enrolment in Training in Business and Industry Programs

Objective To provide data on activity levels in Training in Business and Industry Programs, to justify funding and for statistical purposes.

Content Monthly reports on enrolment by college. File started in Jan. 1969.

Confidentiality Open file.

Availability Summary statistics supplied on demand.

Contact Miss Lilian Greenhead, Information Resources, telephone 965-5477.

Industrial Training (cont'd):

Storage Paper file

Retention Indefinitely (at least 15 years)

16 OMDP (Ontario Management Development Program) - Statistics

Objective To provide information on enrolment by course for statistical purposes and to justify funding.

Content Data on enrolment and exact hours by course and by college. File started in 1975-76.

Confidentiality Open file.

Availability Data normally available on demand.

Contact Jim Allen, Program Resources, telephone 965-6157

Storage Paper file

Retention 5 years

Student Awards

17 OSAP (Ontario Student Assistance Program) Statistical File - Computer

Objective To provide data for statistical and for student awards planning purposes.

Content Personal and financial attributes of each student awards applicant. File started in 1976/1977.

Confidentiality Confidential file (category 2).

Availability See derived file: File listing 18.

Contact Mr. Frank London
Information Resources, telephone 965-5477.

Storage Magnetic tape

Retention Indefinitely (at least 15 years)

18 OSAP (Ontario Student Assistance Program) Statistical File - Derived

Objective To provide statistical data on applicants for and recipients of student awards for routine dissemination and which may be publicly released.

Content Tabulations of the financial and personal attributes of student awards applicants and recipients. File started in 1976/1977.

Confidentiality Open file.

Availability Data normally available on demand

Contact Mafat Patel, Information Resources, telephone 965-5477.

Storage Paper file

Retention Indefinitely (at least 15 years)

19 Special Bursaries and Awards for Post-Secondary Education

Objective To provide summary statistics on miscellaneous small volume scholarships, bursaries and fellowships.

Content Tabulation of applicants, awards, amount of award and total sums awarded (file started in 1967).

Confidentiality Open file.

Availability Data normally available on demand.

Contact Mafat Patel, Information Resources, telephone 965-5477.

Storage Paper file

Retention Indefinitely (at least 15 years)

MINISTRY OF COLLEGES AND UNIVERSITIES

Financial Summaries:

20 Financial Statements of Ontario Colleges of Applied Arts and Technology, Universities and Related Institutions

Objective To provide financial information concerning the operations and year-end positions of the post-secondary institutions.

Content Audited financial statements

Confidentiality Open file.

Availability Data normally available on demand.

Contact Don Bascombe,
Institutional Accounting and
Architectural Services,
telephone 965-5238.

Storage Paper file

Retention Indefinitely

Contact Bob Beach, Institutional
Accounting and Architectural
Services, telephone 965-5239.

Storage Paper file

Retention Indefinitely

21 Summary of Operating Expenditures by Budget Function and Program Category for Ontario Colleges of Applied Arts and Technology

Objective To provide the Ministry with a breakdown by program category of the expenditure details reported in the audited financial statements.

Content Expenditure information by special classifications for each institution. Data are available from 1967-68 to 1975-76.

Confidentiality Open file.

Availability Data normally available on demand (For data beginning 1976-77, see OCIS Financial File, File Listing 9.

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

**Strategic Planning and Policy
Secretariat :****01 Annual Statistical Supplement**

Objective To provide data for the Annual Publication.

Content Caseload characteristics for all the Ministry's programs.

Accessibility Open file.
Address enquiries to Mr. T. Buyniak, Co-ordinator, Statistical Publications, Research and Statistics Section, telephone 965-5088

Key Administrative districts and major municipal units such as regional municipalities

Size Variable

Storage Paper file

Retention Indefinitely

**02 Expenditures by Municipality
(Formerly by County)**

Objective To provide data for the Annual Report.

Content Transfer payments and expenditures in the Ministry's cost-shared programs, based on Public Accounts and ancillary information.

Accessibility Open file.
Address enquiries to Mr. T. Buyniak, Co-ordinator, Statistical Publications, Research and Statistics Section, telephone 965-5088.

Key The Ministry's 19 administrative districts and major municipal units such as regional municipalities

Size 60-70 tables

Storage Paper file

Retention Indefinitely

Adult Services :**Senior Citizens Branch :****03 Area Statistics**

Objective To show total beds in Municipality and Charitable Institutions for the elderly by Regional Municipalities, Counties and Districts within the five designated areas of the Province.

Content

1. Changes made in the number of beds
2. Bed Ratios per 1,000 population 60 and over in one column, and per 1,000 total population in a second column, both in ascending order and showing the provincial average.
3. Bed Ratios as above but divided into the 5 designated areas of the Province.
4. Details of the existing and "under construction" beds under each Act and totalled for Regional Municipalities, Counties and Districts with sub-totals for the designated areas of the Province. The detail also includes estimated "total" and "over 60" population with percentages and ratios.
5. From a report furnished by the Ministry of Housing, the Senior Citizens Apartment Units are summarized by Regional Municipalities, Counties and Districts, with sub-totals for the five designated areas of the Province. Details include the units in "pre-tender", "post-tender", "under construction" and "under management" categories.

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

Adult Services (cont'd):

Senior Citizens Branch (cont'd):

6. Summary of known outstanding applications by Municipal and Charitable Homes, with the total expressed as a ratio per 1,000 population 60 years and over.

Accessibility Open file.

Address enquiries to Mr. V. McTague, Statistics Officer, telephone 965-7695.

Key Location (region, county, district)

Size 44 pages (annually)

Storage Paper file

Retention Current file replaces previous file; for research purposes data are stored indefinitely

04 Summary of Municipal and Charitable Homes for the Elderly

Objective To show Total Beds, subdivided by Residential Care and Extended Care (with % Extended Care to Total) as also the Vacancies and Outstanding Applications.

Content Above information by institution, within the respective Regional Municipality, County or District, summarized with sub-totals in the five designated areas of the Province. The Vacancies and Outstanding Applications (also called Waiting List) are further detailed by type of care.

Accessibility Open file.

Address enquiries to Mr. V. McTague, Statistics Officer, telephone 965-7695.

Key Institution and location

Size 64 pages (annually)

Storage Paper file

Retention Not available

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

It should be noted that in certain instances Ministry Files are not made for the purpose of answering statistical enquiries. Such queries are frequently handled by using the appropriate unit's working files, which are very numerous and would tend to mislead the reader if listed herein. However, a number of reports and documents produced by the Ministry contain statistical information relevant to these activities. We therefore refer the reader to the following published information, in addition to data accessible through the File Listings:

Annual Report of the Ministry,
 Report for the Property Rights Division of the Ministry,
 Report of the Director of Land Registration,
 Annual Report of the HUDAC New Home Warranty Program,
 Annual Report: Ontario Share and Deposit Insurance Corporation,
 Highlights of Enforcement Activities Under the Business Practices Act,
 Annual Report of the Pension Commission of Ontario,
 Report of the Liquor Licence Board of Ontario,
 Annual Report: Liquor Control Board of Ontario.

Should you require statistical data which are not available through the specific items referenced herein enquiries should initially be directed to the Consumer Information Centre, telephone 963-1111.

Commercial Standards Program :

telephone 963-0259; and for
 Statistics of filings to
 963-0224.

Ontario Securities Commission :**01 Bulletin (Monthly)**

Objective To provide data of
 administration to management and
 public.

Key Month
Size 50 pages per month
 (approx.)
Storage Bound booklet
Retention Not decided

Content Statistical data on
 Inside Trading, Financial
 Disclosure and Statistics of
 Filings.

Publication: Monthly Bulletin,
 Ontario Securities Commission.

Accessibility Open file.
 Address enquiries for Inside
 Trading and Financial Trading to
 the supervisor of Inside Trading
 and Financial Disclosure,

Companies Division :

**02 Companies Information System -
 Cancellation Statistical Report**
 (Ref.: Schedule number
 47-0202-17)

Objective To provide an
 administrative tool for planning
 and monitoring output. To
 provide a statistical record on
 the number of certificates of
 incorporation cancelled.

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

Commercial Standards Program
(cont'd):

Companies Division (cont'd):

Content A weekly cumulative record on the number of certificates of incorporation cancelled under

- section 251(1) of the Business Corporations Act
- section 251(2) of the Business Corporations Act
- section 250 of the Business Corporations Act
- sections 347(9) of the Corporations Act
- section 167(2) of the Co-operative Corporations Act

Data are available from January 1977, these data supercede data under file listing 05.

Accessibility Open file.
Address enquiries to the Corporation Search Office, Corporations Information Section, telephone 963-0552.

Key Week and Year
Size One record per week
Storage Paper file
Retention 20 years

03 Companies Information System - Jurisdiction Report (Ref.: Schedule number 47-0202-16)

Objective To provide statistical data on the number of foreign corporations licenced in Ontario.

Content A weekly summary of the number of corporations in Ontario from each jurisdiction.

Data are available from 1967.

Accessibility Open file.
Address enquiries to the Corporation Search Office, Corporations Information Section, telephone 963-0552.

Key Week and year
Size One record per week
Storage Paper file
Retention 20 years

04 Companies Information System - Weekly Update Statistical Report (Ref.: Schedule number 47-0202-13R)

Objective To provide an administrative tool for planning and monitoring computer transactions.

Content A weekly summary of computer transactions relating to corporations:

- number of new Ontario corporations
- number of amalgamations
- number of new licenced foreign corporations
- number of voluntary dissolutions
- number of certificates of incorporations cancelled.

Data are available from 1971.

Accessibility Open file.
Address enquiries to the Corporation Search Office, Corporations Information Section, telephone 963-0552.

Key Week and year
Size One record per week
Storage Paper file
Retention 3 months

05 Companies Information System Year - To - Date Statistical Report (Ref.: Schedule Number 47-0202-15)

Objective To provide an administrative tool for planning. To provide statistical data on corporations in Ontario.

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

Commercial Standards Program
(cont'd):

Accessibility Open file.
Address enquiries to the
Corporation Search Office,
Corporations Information
Section, telephone 963-0552.

Companies Division (cont'd):

Content A weekly summary of
cumulative totals, such as
- number of active corporations
- number of new Ontario
corporations
- number of amalgamations
- number of newly licensed
foreign corporations
- number of voluntary
dissolutions
- number of certificates of
incorporation cancelled.

Key Month and year
Size One record per month
Storage Paper file
Retention 5 years

Data are available from 1966.

Accessibility Open file.
Address enquiries to the
Corporations Search Office,
Corporations Information
Section, telephone 963-0552.

Key Not available
Size One record per week
Storage Paper file
Retention 20 years

**07 Monthly Statistical Report of
Partnerships Registry** (Ref.:
Schedule number 47-0301-9)

Objective To provide an
administrative tool for
planning, budgeting and
monitoring output; To provide
statistical information on the
registration of partnerships and
sole proprietorships and
corporation business names in
Ontario.

Content A record of the numbers
of all registrations by the
month, with comparative figure
for the corresponding month of
the previous year-to-date
figures with comparative figures
for the previous year.

Data are available from January
1973.

Accessibility Open file.
Address enquiries to the
Registrar of Partnerships,
Partnership Registration
Section, telephone 963-0510.

Key Not available
Size One record per month
Storage Paper file
Retention 20 years

06 Monthly Cancellation Reports
Ref.: Schedule number 47-0202-7R)

Objective To provide an
administrative tool for planning
and for monitoring output. To
provide statistical report on
the number of certificates of
incorporation cancelled.

Content A monthly report
containing monthly and
year-to-date figures such as:
number of corporations in the
process of cancellation; number
of certificates of incorporation
cancelled; number of
corporations brought up-to-date;
and, arrears of fees collected.

Data are available to September
1977. These data are continued
by those contained under File
Listing 02.

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

Commercial Standards Program
(cont'd):

Financial Institutions Division :

**08 Annual Report of the Registrar of
Loan and Trust Corporations**

Objective To provide a management tool. To provide an ongoing record of information relative to the Loan and Trust Industry. To fulfill a requirement of The Loan and Trust Corporations Act.

Content Annual financial statements, quarterly liquidity reports, statistical tables and miscellaneous information relative to the loan and trust industry.

Publication: Annual Report of the Registrar of Loan and Trust Corporations.

Accessibility Open file.
Address enquiries to the Financial Examinations Services Branch, telephone 963-0477. The publication is available from the Government Book Store.

Key Type of company and name
Size One annual report for each year since 1887
Storage Book
Retention Indefinitely

**09 Annual Report of the
Superintendent of Insurance,
Ontario**

Objective To provide a management tool.
To provide an ongoing record of information relative to the insurance industry.
To fulfill a requirement of the Insurance Act.

Content Annual financial statements, statistical tables and miscellaneous information relative to the insurance industry.

Publication: Annual report of the Superintendent of Insurance for the Province of Ontario.

Accessibility Open file.
Address enquiries to the Financial Examination Services Branch, telephone 963-0477.

Key Type of company, name
Size One annual report for each year since 1878
Storage Books
Retention Indefinitely

**Public Entertainment Standards
Program:**

Lotteries Branch:

10 Lotteries Branch

Objective To control and supervise licensing procedures for lotteries, bingos and games of chance throughout the province, as specified by Criminal Code of Canada S189 and S190.

Content Data on the type and number of organizations licensed.

Accessibility Open file.
Address enquiries to the Director, telephone 963-0270.

Key Municipality
Size 160,000
Storage File folders and cards
Retention 6 years

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

Ontario Racing Commission :

11 Annual Report

Objective To provide statistical information on the Ontario Racing Commission's operational functions.

Content Data pertaining to: Standardbred Racing; Thoroughbred Racing; and the Improvement Programs administered by the Commission.

Publication: Annual Report of the Ontario Racing Commission.

Accessibility Open file.
Address enquiries to the Ontario Racing Commission 963-0520. The Annual Report is available from the Government Book Store.

Key Reporting year
Storage Booklet
Retention Not decided

Key Index Numbers

Size 7 1/2" x 10" x 1/2"

Storage Periodically bound in hard cover

Retention Indefinitely

Liquor Control Board of Ontario:

13 Store Inventories (Ref.: Schedule number F.A. 72-47)

Objective To compute and compare at any given time the amount of stock in stores throughout the province.

Content Printed matter recorded each month showing all brands of alcoholic beverage that are in stock in each L.C.B.O. store.

Accessibility Open file.
Address enquiries to Mr. F.A. MacInnis, General Manager, telephone 965-4911.

Key Store and month
Size 600 per quarter year (approx.)
Storage Paper sheets in bundles of fifty stores
Retention Current plus 1 year

The Registrar General Program :

12 Ontario Vital Statistics (Annual)

Objective To produce statistics at the provincial and federal level relating to:

1. deaths of Ontario residents and visitors,
2. marriages occurring in Ontario
3. births occurring in Ontario.

Content Numeric statistical data relating to births, deaths and marriages registered.

Accessibility Open file.
Address enquiries to the Librarian of the Ministry of Consumer and Commercial Relations, telephone 963-0200. The report is available from the Government Book Store.

14 Store Sales (Ref.: Schedule number A.S.O. 73-6)

Objective To show the ratio of transactions against the total volume of sales.

Content Store number, classification, location; total transactions, gross sales; returns; net sales; beer sales.

Accessibility Open file.
Address enquiries to Mr. F.A. MacInnis, General Manager, telephone 965-4911.

Key Month, year and Store Number
Size 60,000 per year (approx.)
Storage Computer printout
Retention Current plus 2 years

MINISTRY OF CULTURE AND RECREATION

Citizens' Inquiry Branch:

01 Inquiry Statistics

Objective To collect data on inquiries received by the branch for these purposes:

1. as the basis for reports to Deputy Ministers, MPPs and others
2. to indicate for our own planning and information purposes what type of inquiries are being handled.

Content A daily log completed by each staff member answering inquiries. The list of inquiries compiled daily indicates whether inquiry was handled by phone, mail or in person. A monthly summary sheet consolidates information from the daily summary sheets.

Accessibility Open file. Address enquiries to P.D. Carmichael, Director, Communications, telephone 965-0615.

Key Year, month, date of inquiry

Size Approx. 2,000

Storage Paper file

Retention Daily log - 1 year
Monthly summary sheets
5 years

Accessibility Open file.

Address enquiries to E. Bow, Coordinator, telephone 965-2696.

Key Regional Library System

Size Not available

Storage Printed

Retention Indefinitely

Translation Bureau:

03 Translation Statistics

Objective To provide data to determine the budget for the Translation Bureau and the efficiency of its services.

Content Statistical data on translations re turnaround time, recoveries, number of words in the bilingual and multilingual sections, payments to outside translators.

Accessibility Open file.

Address enquiries to R.W. McPhee, Executive Director, Multiculture and Citizenship Division, telephone 965-8092.

Key Not available

Size Not available

Storage Paper file

Retention Indefinitely

Provincial Library Services:

02 Statistics for Public Libraries in Ontario

Objective To provide data on local and regional libraries in Ontario for use by the public and Statistics Canada.

Content An Ontario summary and analysis, by Regional Library System: statistics for individual libraries serving a population of 10,000 +; summaries for under 10,000 arranged by Regional Library System.

MINISTRY OF EDUCATION

**Information Systems and Records
Branch:**

Accessibility Open file.
Address enquiries to the Output
Coordinator, telephone 965-7509.

**01 Approved Experimental Courses
Report**

Objective To determine the supply and demand for establishing new course guidelines and modifying existing ones.

Content Original Form ME215A (all pertinent data eg. course code and title, school number and name, board number and name); introduction date of course; date of approval or reapproval and termination date; also the estimated number of students and teachers.

Accessibility Open file.
Address enquiries to the Liaison Officer, telephone 965-6802.

Key Course code

Size 2000 courses (approx.)

Storage Computer file, hard copies

Retention Computerized file - 2 years, manual file - 10 years

Key MIDENT

Size Variable size with maximum of 87,780 entries

Storage Magnetic tape

Retention Hard copy from 1970.
Magnetic tape from 1970.

**03 Master Identification File
(MIDENT)**

Objective To provide a control file and inventory of the schools and boards of the province, using an unique numbering system to identify each unit. This provides the means to aggregate and disseminate data systematically. It provides one central data bank of names and identifications.

Content Official name and address of all schools and boards, identified by municipality, county and region.

Accessibility Open file.
Address enquiries to the Output Coordinator, telephone 965-7509.

Key Unique number for schools, boards, municipalities, counties and regions.

Size 10,000 records

Storage Computer disk

Retention Hard copy from 1966
Computer files from 1969

School Business and Finance Branch:**04 Legislative Grant Approvals for
School Construction**

Objective To provide data with respect to school building projects approved for grant purposes. To provide data to Ontario Municipal Board and the Ontario Fire Marshal.

**02 Curriculum System Statistical
Report - Enrolment by Course and
Division**

Objective To determine the supply and demand for courses in the two official languages for planning purposes.

Content Provides statistics by language of instruction (English or French) on number of:

1. classes
2. credit value
3. hours per year
4. students, and
5. area of study.

Data are aggregated from the school level to board, municipality, county or district, regional and finally provincial levels.

MINISTRY OF EDUCATION

School Business and Finance Branch:
(cont'd)

Content Data on tentative approval cost and applicable grants, pupil loading, net functional floor area, accommodation units, sketch plans, working drawings, description of space, allocation to general or vocational education and cost of furniture and equipment.

Accessibility Open file.
Address enquiries to the Assistant Chief Architect, Architect Services Section, telephone 965-4568.

Key Name of school and board and project number

Size 4,500 elementary schools and 550 secondary schools (approx.)

Storage Paper file

Retention Life of building plus three years

05 School Accommodation Inventory

Objective To identify the accommodation in each school in Ontario.

Content A description of all eligible spaces used for instructional purposes within a school.

Accessibility Open file.
Address enquiries to the Assistant Chief Architect, Architect Services Section, telephone 965-4568.

Key MIDENT (see above)

Size 5,000 (approx.)

Storage Magnetic tape

Retention Life of building plus three years

MINISTRY OF ENERGY

Strategic Planning and Analysis Group:

01 Crude Oil and Equivalent Propane/Butane and Unfinished Products Transported to Ontario via U.S.A.

Objective To prepare and maintain data for internal Ministry use, answering correspondence and telephone enquiries and for annual publication.

Content Aggregation of the monthly oil pipeline industry reports supplied by Statistics Canada.

Data include total Ontario receipts by source provinces, imports, exports and transfers to other provinces.

Accessibility Open file.
Address enquiries to Mrs. Anita Wong, Statistician, telephone 965-0530.

Key Record name
Size 1
Storage Paper files, 1963-1977
Retention 10 years

02 Imports of Fuels into Ontario by Source Country and Province of Clearance

Objective To prepare and maintain data for internal Ministry use, answering correspondence and telephone enquiries and for annual publication.

Content Monthly import statements supplied by External Trade Division, Statistics Canada.

Data include quantity and value of imported fuel by source country and province of clearance.

Accessibility Open file.
Address enquiries to Mrs. Anita Wong, Statistician, telephone 965-0530.

Key Record name
Size 1
Storage Paper files
Retention 10 years

03 Ontario Primary Energy Consumption by Energy Type

Objective To prepare and maintain data for internal Ministry use, answering correspondence and telephone enquiries and for annual publication.

Content Aggregate data developed from other files and published sources.

Data include total annual Ontario consumption of oil, natural gas, coal, purchased electricity, hydraulic electricity, and thermal generated electricity.

Accessibility Open file.
Address enquiries to Mrs. Anita Wong, Statistician, telephone 965-0530.

Key Record name
Size 6
Storage Paper files
Retention 10 years

MINISTRY OF THE ENVIRONMENT

Air Resources Branch:

Air Quality and Meteorology Section:

**01 Air Quality and Meteorology
Information System and Data Files**

Objective To provide data for determining air pollutant concentrations and to input other systems.

Content Data on the levels of air pollutants measured by a network of stations and meteorological data from several instrumented towers. The Air Pollution Index and the Alert System are determined from part of the information collected. This is the key air pollution monitoring data system for the Province.

Accessibility Open file.
Address enquiries to the Section, telephone 965-0689.

Key Type of pollutant, station number and time

Size Not available

Storage Magnetic tape

Retention Indefinitely

02 Continuous Monitoring Stations

Objective An operational record used for measuring the air quality in Ontario and for establishing trends in air pollution.

Content Hourly computer print-outs showing the various contaminant and pollutant concentrations in the air at the various survey stations in Ontario.

Accessibility Open file.
Address enquiries to the Section, telephone 965-0689.

Key Region and station number - colour code

Size Not available

Storage Files, computer print-outs. Summary print-outs are maintained by various branches

Retention 50 years

**03 Continuous Monitoring Station
Charts (Ref.: Schedule number
A-251)**

Objective An operational record used for measuring the air quality in Ontario and for establishing trends in air pollution.

Content Hourly strip chart recordings of continuous monitors, showing contaminants and pollutant concentrations in the air at various survey stations throughout Ontario.

Accessibility Open file.
Address enquiries to the Section, telephone 965-0689.

Key Region and station number

Size Not available

Storage Charts (rolled)

Retention By Branch: 2 years;
by Record Centre: 3 years

**04 Emission Inventory - Air
Pollutants Computer Systems and
Data File**

Objective To provide rapid access to air management facts for staff of the 'Air Management Branch'.

To provide input to 'Ontario Air Quality Simulation Models'.

Content The system maintains an inventory of major point sources of pollutants, such as industrial plants, hospitals, municipal incinerators, and on area sources such as apartments, vehicles, works, residential areas, railroads, etc. for use in producing specific reports and for use in modelling for planning and control.

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Air Resources Branch (cont'd):

Key Subject and code
Size Not available
Storage Files, plans
Retention 2 years by Branch

Air Quality and Meteorology Section (cont'd):

This file contains information on air pollutant emission or information used to estimate pollutant emissions for industries, commercial and public buildings, automotive, ships, railroads, residences, apartments.

Accessibility Open file.
 Address enquiries to the Section, telephone 965-0689.

Key UTM Grid location and entry number

Size Not available

Storage Punch card and computer tape

Retention Continually updated by Branch

06 Lead Report - Monthly

Objective To monitor the lead and suspended particulate matter levels in the vicinity of lead smelting plants in the Toronto area.

Content Provides data on lead and suspended particulate matter and correlates these with wind data. The report includes lists showing the number of days sampled, geometric mean in Mg/m^3 for total sampling period, maximum daily concentration and the number of times measurements have exceeded 5 Mg/m^3 per day.

Accessibility Open file.
 Address enquiries to the Section, telephone 965-0689.

Key Company name, concentration of lead, station number

Size Not available

Storage Paper file

Retention Not available

05 General Files - Meteorology (Ref.: Schedule number A-128)

Objective Operational record used for making recommendations on the control of air pollution. Also used as a reference to facilitate in the acquisition of meteorological instruments.

Content Correspondence pertaining to various types of meteorological instruments used by this Section. In addition there is some general correspondence pertaining to subjects which fall within the responsibility of this Section. Also to be found are surveys and reports compiled by this Ministry and other Government Agencies, and related to studies conducted regarding the quality of air in certain areas of Ontario. Daily weather maps showing the meteorological conditions throughout Ontario are also included.

Accessibility Open file.
 Address enquiries to the Section, telephone 965-0689.

Phytotoxicology Section:**07 Phytotoxicological Assessment System**

Objective Assessment of vegetation injury due to air pollution.

Enforcement of Environmental Protection Act with respect to the contamination of vegetation and soil.

Provision of timely and accurate information on vegetation and soil contamination to the Ministry personnel and outside agencies.

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Air Resources Branch (cont'd):

Phytotoxicology Section (cont'd):

Content Contour maps showing the distribution of pollutants in vegetation and soil samples and statistical analyses of contamination levels in vegetation and soil samples. Data are available from 1973.

Accessibility Open file.
Address enquiries to the Section, telephone 965-4516.

Key UTM Coordinates and sources
Size 2000 records

Storage Magnetic tape

Retention By Branch: 10 years,
By Record Centre: 15 years

08 Vegetation Survey Files

Objective To maintain an operational record of survey's and analyses of air pollution injury to vegetation.

Content Field observations, chemical analyses and forms that report the results of investigations to determine the effects of air pollutants on vegetation.

Accessibility Open file.
Address enquiries to the Section, telephone 965-6516.

Key Subject, Ministry of the Environment Region, sample number

Size Not available

Storage Paper file and computer

Retention Not available

Technology Development and Appraisal Section :

09 Hazardous Contaminants Information File

Objective To maintain current awareness information on hazardous contaminants and to maintain records which appertain the Hazardous Contaminants Program.

Content The file contains: Copies of journal articles on relevant chemical substances, records of the Hazardous Contaminants Technical Committee, priority lists of hazardous substances and, reports generated by the Technical Committee.

Accessibility Open file.
Address enquiries to the Hazardous Contaminants & Research Planning Unit, telephone 965-4081.

Key Substance

Size Not available

Storage Paper file

Retention Indefinitely

10 Nanticoke Environmental Management Program (NEMP)

Objective To monitor air quality changes at the Nanticoke industrial development site.

The data are to be used in a dispersion model to compute concentration levels downwind from the Nanticoke industrial complex. This will be the primary input to an air pollution index and alert system being developed for the area.

Content The file contains data on the levels of air pollutants measured by a network of stations, and meteorological data from one instrumented tower.

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Air Resources Branch (cont'd):**Technology Development and Appraisal Section (cont'd):**

The data constitute hourly average values of Sulphur dioxide, various oxides of Nitrogen, Carbon monoxide, Hydrocarbons, Hydrogen Sulphide, daily average suspended particulate values, and monthly precipitation amounts. Various constituents of the particulate and precipitation samples are also measured.

The system is under development.

Accessibility Open file.

Address enquiries to the Special Studies Unit, telephone 965-1634.

Key Type of pollutant, station number and time

Size Not available

Storage Not available

Retention Indefinitely

Vehicle Emissions Section:**11 Automotive Emission Analysis System**

Objective To identify, measure and obtain trends of air contaminants released into the atmosphere due to the operation of automotive vehicles in the Province of Ontario. The files are thereby assisting in the development of compliance levels and providing data for the development of emission control strategies.

To determine the compliance of vehicles with the provisions of the Environmental Protection Act 1971.

Content The system is used to store, process and analyse exhaust emission test results and technical data of over 65,000 motor vehicles tested through the Province of Ontario. The stored information includes relevant technical data such as manufacturer, model year, size of engines, mileage, types of control devices, owner identification etc. The system calculates emission levels for selected groups of vehicles and provides statistical data and graphs showing, for example, frequencies of excessive emissions and deterioration with mileage. Data are available from 1969.

Accessibility Open file.

Address enquiries to the Section, telephone 965-4493.

Key Engine Family (ie. manufacturer, displacement, model, year) mileage, owner group, test type

Size Approx. 8,000 - 10,000 new records added yearly from 1969

Storage Computer

Retention Not available (some data go back to 1952)

12 Surveys and Reports

Objective The purpose of these data is: to determine efficiency of control systems; to compare controlled to pre-controlled cars; to provide information on emission degradation with mileage and use; to provide basis for Ontario emission factors; and, to provide general information for new legislation.

Content Reports prepared with the help of the Automotive Emission Analysis System.

MINISTRY OF THE ENVIRONMENT

Air Resources Branch (cont'd):

Vehicle Emissions Section (cont'd):

Accessibility Open file.
Address enquiries to the
Section, telephone 965-4493.

Key Engine family (i.e.
manufacturer, engine
displacement, model year),
mileage, owner group, test type
Size Not available
Storage Paper file
Retention Indefinitely

Environmental Approvals Branch :

13 Certificates of Approval

Objective Certificates of
Approval are required by any
individual, corporation or
municipality which intends to
generate, treat, handle, haul or
dispose of waste materials.

Content The following types of
certificates are issued:
Industrial (industrial firms
including mining) air or waste
water facilities; Municipal and
Private (municipalities and
private systems) sewage or air
pollution control facilities;
Solid Waste Disposal Sites (7
different categories); Waste
Management Systems (collectors
and haulers).

Accessibility Open file.
Address enquiries to Mrs. D.
Kemp, Municipal & Private
Approvals Section, telephone
965-6421.

Key Company name or
municipality; solid waste
disposal sites - by Township
Size 12,800 files
Storage Paper file which
includes the Certificates,
application forms and supporting
documentation
Retention Not available

14 Environmental Assessment Project
Information System

Objective To provide, on a
regular basis, reports
describing environmental
assessment projects under review
by the Ministry. These reports
will also indicate the current
status of each project. To
provide selectively retrieved
data on both current and
completed environmental
assessment projects conducted by
the Ministry. To provide,
initially, limited project
control data. To be capable of
being expanded or modified for
project control and the possible
computer production of the "EA
Update" newsletter.

Content The types of information
maintained in the system's data
files include: file name;
co-ordinator's (project manager)
name; project description
(suitable for inclusion in EA
Update); Subject Area
Classification Code;
geographical area codes; project
schedule and control
information; name and address of
proponent; and, name and address
of consultant.

Accessibility Open file.
Address enquiries to the
Environmental Assessment
Section, telephone 965-3980.

Key File name, file number,
project coordinator
Size 626
Storage Computer
Retention Not available

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Environmental Approvals Branch
(cont'd):**15 Estimated Capital Expenditures
for Industrial Waste Treatment
Works - Water and Air**

Objective Maintain an annual and a current total of the estimated value of the pollution abatement projects for which Certificates of Approval have been issued.

Content These data are the estimated costs of water and air pollution abatement devices and facilities taken from applications for Certificates of Approval. They are estimates only and may differ substantially from actual expenditures.

Water pollution data from 1967 to present.

Air pollution data from 1977 to present.

Accessibility Open file.
Address enquiries to the Industrial Approvals Section, telephone 965-6975.

Key Industry sector
Size Not available
Storage Paper file
Retention Not available

16 Solid Waste Site Inventory

Objective To provide an easily accessible data base on solid waste sites and their contents.

Content A standardized data form is complete for each site. Information about quantities and quality of wastes in the site as well as physical characteristics of the site are included. The data include both certified and uncertified sites.

Accessibility Open file.
Address enquiries to the Land Use Co-ordination & Special Studies Section, telephone 965-6963.

Key Location of site, waste, owner of site
Size Not available
Storage Paper file
Retention Indefinitely

Financial and Administrative Services Branch :**17 Pollution Abatement Incentive Act
Files (Ref.: Schedule number
A-183)**

Objective These files contain records of grants made in relation to purchase of pollution control equipment from 1970 to 1977 in accordance with provisions of the Pollution Abatement Incentive Act.

Content Amount of grant requested, description of the equipment in relation to which a tax equivalent grant is requested, and the degree to which the equipment reduces pollution of either air, water or land.

Documentation of purchase and payments of the applicable tax (either 5% or 7%). This information was summarized on the application form.

Applicants provided documentation, often included invoice copies and cancelled cheque copies, with a schedule outlining the major features of their claim in order to show adherence to the Act.

The data are available from 1973 to 1977. The act was terminated in 1977.

Accessibility Open file.
Address enquiries to Capital Financing and Revenue, telephone 965-2446.

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**Financial and Administrative Services
Branch (cont'd):**

Key Company (Applicant), Fiscal
Year
Size Not available
Storage Data stored consist of
forms with the attached
documentation needed to
substantiate claim for a grant
Retention By Branch: One
current year and one previous;
by Record Centre: 5 years

**Environment Information Services
Branch:**

18 Daily Clipping Service

Objective To monitor
environmental issues reported in
the press.

Content Relevant articles from
the Globe & Mail, Toronto Star
and the Toronto Sun. Files are
available from December, 1975.

Accessibility Open file.
Address enquiries to the Branch,
telephone 965-1658.

Key Data
Size Not available
Storage Paper file
Retention Indefinitely

Legal Services Branch:

19 Prosecutions Lists

Objective To provide data to
answer inquiries and to assess
workloads of legal officers.

Content The data comprises lists
of the prosecutions made under
The Ontario Water Resources Act,
The Ontario Environmental
Protection Act 1973 and The
Pesticides Act (updated
monthly). Also the following
items: name of the accused, the
section under which the party
was charged, the date of
offence, fine and disposition of
case.

Accessibility Open file.
Address enquiries to the Branch,
telephone 965-7156.

Key Name of company or
individuals, number of
convictions, date of trial and
fines
Size 50 per annum
Storage Paper file
Retention Indefinitely

Pollution Control Branch:

Development and Research Group :

**20 Inventory of Research Projects
(Annual)**

Objective To coordinate research
efforts and inform interested
parties about ongoing research
in the Ministry and provide a
basis for the production of the
Annual Report.

Content Lists of research
projects by Branch, which
include: project title, key
words, principle investigator,
Research Category, objective,
description, budget and source
of funds and completion date.

Accessibility Open file.
Address enquiries to the Group,
telephone 248-3739

Key Not available
Size Not available
Storage Published reports
Retention Indefinitely

Municipal and Private Section :

**21 Phosphorus Removal Program File
(Ref.: Schedule number C-67)**

Objective To monitor phosphorus
removal at sewage treatment
plants in Ontario.

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Pollution Control Branch (cont'd):**Municipal and Private Section
(cont'd):**

Content Data on the implementation of phosphorus removal from treatment plants of the Province, including detail and cost, consultants reports, and the amount of phosphorus discharge at the time of the study.

Accessibility Open file.

Address enquiries to Mr. J. Archer, telephone 965-1655.

Key Sewage treatment plant

Size Not available

Storage Paper file

Retention Not available

**22 Sewage Treatment Files (Ref.:
Schedule number A-227)**

Objective An operational record used as a precedent if similar problem arises in projects. Also, used to answer queries regarding sewage treatability.

Content The files contain: correspondence from other branches requesting assistance in solving operating problems regarding sewage treatability related to sewage treatment plants (provincial or municipal); design report regarding sewage treatment plant progress reports; bacteriological and other data collected; and, final report containing the findings and recommendations regarding the treatability study.

Data are available from January 1971.

Accessibility Open file.

Address enquiries to the Section, telephone 965-6967.

Key Plant name

Size Not available

Storage Paper files

Retention By Branch: 2 years

**23 Utility Descriptor Location File
or 'Library File'**

Objective To consolidate all data on sewage and water treatment plants in one file.

Content The file provides data input to: the Utility Water Pollution Monitoring System, the Utility Long-Range Requirements Information System, the Utility Rate Review Information System and the Utility Project Management System.

The file contains the following types of data: Location of plant and outfall, Sewage or Water Plant Name, Technical description of Works, Capacities, Population Served. The system includes data on all sewage and water treatment plants in the province.

Accessibility Open file.

Address enquiries to the Section, telephone 965-1655.

Key Works Number

Size 1400 records

Storage Computer

Retention Indefinitely

**24 Utility Water Pollution
Monitoring**

Objective To monitor and to provide the basis for evaluating the performance of sewage and water treatment plants. To provide the means for recording loadings into and out of water and sewage works, and being discharged to receiving waters. Stores data on the effectiveness of different types of facilities.

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Pollution Control Branch (cont'd):

Municipal and Private Section (cont'd):

Content The system files contain data on items such as: chemicals used, populations served, chlorine residual and by-pass data. Locations and descriptions of water and sewage plants and various control points within plants where monitoring information is required are specified. The system files also contain daily, weekly and monthly data submitted by plants detailing quantities and concentrations of various parameters measured and sampled at various control points in plants. Output files generated include the annual Reports "Water and Wastewater Treatment Works", "The Wastewater Operating Summary" and "The Water Treatment Operating Summary".

Accessibility Open file.
Address enquiries to the Section, telephone 965-6967.

Key Not available
Size Not available
Storage Computer
Retention Not available

Pesticides Control Section :

25 Classification of Pesticides and Pesticide Containers (Ref.: Schedule Number A-242)

Objective To provide an operational record used as a guideline in classifying new pesticide compounds brought onto the market.

Content Correspondence, reports, investigations, toxicity data etc., used to determine classification, by type, of pesticides and pesticide containers as specified in Regulation 657 under the Pesticides Act.

Data are available from 1970.

Accessibility Open file.
Address enquiries to the Section, telephone 965-2401.

Key Pesticide names
Size Not available
Storage Paper files
Retention By Branch: 4 years

26 Licensed Pesticides Exterminators

Objective The purpose of this file is: to provide information on all licensed pesticides exterminators in the Province of Ontario to provide data for investigations regarding complaints received from the public; and, to control the use of pesticides by licensed personnel.

Content Information on all licensed operators and exterminators in the Province of Ontario.

Accessibility Open file.
Address enquiries to the Section, telephone 965-2401.

Key Different colour cards for different classes of licences
Size Not available
Storage Card wheel
Retention Indefinitely.

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Pollution Control Branch (cont'd):

Pesticides Control Section (cont'd):

27 Licensed Pesticide Vendors

Objective The purpose of this file is: to provide information on all licensed pesticide vendors in the Province of Ontario; to provide data for investigations regarding complaints received from the public; and, to control the sale of pesticides by licensed personnel.

Content Contains information from application forms which all licensed pesticide vendors in the Province of Ontario must provide.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-2401.

Key Not available
Size Not available
Storage Paper file in binders
Retention Indefinitely

28 Pesticides Information System

Objective To facilitate the production of licences, mailing address stickers, and for selective retrieval of licence related data.

Content Pesticide exterminator, operator and vendor licensee related data are stored. Licence renewal notices are produced as output. The pesticide licence master file is edited and updated with revenue received in payment of exterminator, operator and vendor fees.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-2401.

Key Not available
Size Not available
Storage Computer
Retention Not available

29 Pesticides Products Information System

Objective To maintain a current file of products in use in the Province, for the production of pesticide product schedules associated with various classes of licences and for selective retrieval reporting to meet various needs.

Content Registered pesticide products and related data.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-2401.

Key Not available
Size Not available
Storage Computer
Retention Not available

30 Poison Control Information

Objective The purpose of this file is to provide data for use in emergency situations, illness, or death caused by accidental treatment and to provide data for preventative treatment.

Content Contains information on chemical composition, toxicity, first aid and antidotes.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-2401.

Key Generic, chemical or common name (filed alphabetically)
Size Not available
Storage Card system
Retention Indefinitely

MINISTRY OF THE ENVIRONMENT

Pollution Control Branch (cont'd):

Key Year

Size Not available

Pesticides Control Section (cont'd):

Storage Paper files

Retention By Branch: 4 years

31 Registered Custom Sprayers

Objective To provide information on the spraying done on land used for animal and plant production.

Content Contains data from application forms which all registered custom sprayers in Ontario must complete.

Accessibility Open file.
Address enquiries to the Section, telephone 965-2401.

Key Not available

Size Not available

Storage Paper file

Retention Indefinitely

32 Research Grants File

Objective To provide an operational record which may be used to ensure pesticide research is up to date and that projects receiving a grant carry out research as submitted.

Content Submissions from researchers (mainly in universities and established research centres) outlining projects on pesticides for which they are requesting a grant.

After a project is selected for a grant, the file will also contain: amount of grant; estimated duration of project; interim progress reports; and, a final report which is submitted when research is finalized.

The data are available from 1973.

Accessibility Open file.
Address enquiries to the Section, telephone 965-2401.

33 Technical Information Files (Pesticides)

Objective To provide data to advise government officials on the status of any particular chemical, i.e. chemical composition, toxicity, formulations and rises.

Content Technical information of pesticide products sold, distributed and used in Canada, U.S.A., England and other countries.

Accessibility Open file.
Address enquiries to the Section, telephone 965-2401.

Key Chemical nomenclature

Size Not available

Storage Paper file

Retention Indefinitely

Project Coordination Branch:

34 Utility Project Management System

Objective The data output from this system: facilitate the scheduling and re-scheduling of projects; facilitate reporting on the status of projects; provide the means of exercising tighter control with respect to progress on projects; provide the means for adopting a more responsive and flexible approach with respect to the forecasting of capital expenditures; and, provide the means for maintaining up-to-date information on outside agency performance for evaluation purposes.

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Project Coordination Branch (cont'd):

Content The system files contain data on: cost of projects, contractors and consultants, CMHC funding, subsidy provided by the Province, schedule of activities on project and contract. Generates a monthly report and periodic reports about schedules and cash requirement projections.

Accessibility Open file.
Address enquiries to Mr. C. Letman, Project Control, Coordination Section, telephone 965-1371.

Key Not available
Size Not available
Storage Computer
Retention Not available

Regional Branches :

35 Control Orders, Requirements and Directions and Program Approvals

Objective To indicate what the Ministry of the Environment is requiring of specific polluters.

Content Control Orders and Program Approvals that are issued under the Authority of the Environmental Protection Act, 1973.

Requirement and Direction statement that are issued under the Ontario Water Resources Act.

These instruments are usually issued to industrial polluters and specify how much a polluter is supposed to reduce emission loadings. A time-table is also specified and in some cases, specific treatment equipment is required. These instruments are changed from time to time.

Water Resources Branch :

Administrative and Data Services Section :

36 Bibliography Files

Objective To provide access to references of interest to members of the Branch.

Content Reprints, reports and filed materials stored in Branch.

A file of technical references (on cards) is also computerized and includes intra Branch technical correspondence on environmental problems; as well as reference to articles, books, etc. which have been read by technical staff and is considered worthy of referencing.

Accessibility Open file.
Address enquiries to the Section, telephone 965-6141.

Key Not available
Size Not available
Storage 3 x 5 cards, computer
Retention Not available

Hydrology and Monitoring Section :

37 Daily Flows - Rivers and Streams in Ontario (Hydrologic Information System)

Objective To provide data for water quantity evaluation.

Content Data on flow values for rivers and streams in Ontario.

Accessibility Open file.
Address enquiries to Mr. D. Terry, Chief of Networks, telephone 965-6995.

Key Station number
Size 40,000 (includes federal data)
Storage Magnetic tape
Retention Indefinitely

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Water Resources Branch (cont'd):

Key Not available
Size Not available
Storage Computer, operational
Retention Not available

Hydrology and Monitoring Section (cont'd):

38 Hydrologic Data Master File (Hydrologic Information System)

Objective To record hydrologic parameters data for such parameters as snowfall, rainfall, evaporation, streamflow, etc.

Content The file contains: hydrologic station identification number; time of recording; parameter code; and, parameter value.

Accessibility Open file.
 Address enquiries to Mr. D. Terry, telephone 965-6995.

Key Station number
Size 30,000
Storage Magnetic tape
Retention Indefinitely

39 Hydrologic Information System

Objective To facilitate the assessment and planning functions associated with the management of river basin water resources.

Content The following data are stored: rainfall, snow melt, soil moisture, and streamflow. The streamflow analysis programs developed to analyse mean daily flow data gathered from streamflow gauging stations have been incorporated into the Hydrologic Information System which provides selective retrieval reports as required, provides data for the Hydrologic Model, and is used for the plotting of data for specific parameters.

Accessibility Open file.
 Address enquiries to the Section, telephone 965-2105.

40 Hydrologic Modelling System

Objective To solve problems dealing with evaluation, design, management and regulation of river basin water resources.

The output data provide a basis for understanding the hydrologic cycle associated with major climatic and geologic areas, to reconstruct past and present conditions and to predict future events relating to hydrologic phenomena.

Content The stored data are: Precipitation, evapotranspiration, temperature, net radiation and other pertinent hydrologic data.

Accessibility Open file.
 Address enquiries to the Section, telephone 965-6995.

Key Not available
Size Not available
Storage Computer
Retention Not available

41 Sample Information System - Data Analysis

Objective To provide various analysis facilities for assessment and planning purposes through the use of: S.P.S.S. and other statistical programs; contour plotting using SYMAP; graphical plotting techniques; computer output microfilm (COM); data exchange programs; polygon retrieval techniques.

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Water Resources Branch (cont'd):**Hydrology and Monitoring Section (cont'd):**

Content The base files are described in file listing 52 for the Ministry. Output files are analyses of the data in the Data Bank.

Accessibility Open file.
Address enquiries to the Section, telephone 965-6995.

Key Not available

Size Not available

Storage Computer

Retention Not available

(SIS is a generalized automated storage and retrieval system designed to edit, store and retrieve sample submission/results data processed in the laboratories of the Ontario Ministry of the Environment. It also provides the capability for including sample submission/results data from other agencies upon reformatting to meet the system's requirements. SIS now serves all sample results files by a means of a conversion process. Analysis involves the use of these data in computerized programs, statistical or other, designed for the purpose.)

42 Sample Information System (SIS)
—Data Storage & Retrieval

Objective To provide a means of summarizing water quality data from sampling stations throughout the Province through: a standard sample results master file format for storage of Ministry sample results data; a standard input and master file format for storage of sample point locations and descriptions; data retrieval methods to meet the requirements of the Ministry's branches; facilities for expansion or modification to accommodate new data; and, an interface between the Laboratory Information System and the storage and retrieval needs of the Ministry's operating branches.

Content Data on file are: water quality data collected at stations set up in lakes and rivers throughout the Province; and, location, and time of sampling.

Accessibility Open file.
Address enquiries to the Section, telephone 965-6995.

Key Not available

Size Not available

Storage Computer

Retention Not available

43 Water Quality/Quantity Meter Processing System

Objective The system is used for reporting purposes and for providing input data to the Lake Dispersion Model.

Content Water quality/quantity data collected from continuous recording meters located in lakes. Information is retrieved for reporting purposes and for use in modelling to assess the transport of pollutants by near shore currents in order to evaluate alternative sites for water intakes and pollution outfalls.

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Water Resources Branch (cont'd):

Hydrology and Monitoring Section
(cont'd):

Accessibility Open file.
Address enquiries to the
Section, telephone 965-6995.

Key Not available
Size Not available
Storage Computer
Retention Not available

44 Water Quality Sample Results
Master file (Sample Information
System)

Objective To provide storage of
data resulting from analyses of
water from the Ministry's water
quality sampling stations.

Content The master file
contains: measurements of water
quality parameters; and the
identification, location, and
time of water samples taken from
lakes and rivers throughout the
Province, including the Great
Lakes. This is the primary
water quality data for
monitoring and statistical
analyses. Output information is
available in published reports
of the Water Resources Branch.

Accessibility Open file.
Address enquiries to Mr. D.
Terry, Chief of Networks,
telephone 965-6995.

Key Time, location, depth,
parameters
Size Not available
Storage Paper file, computer
file
Retention Indefinitely

45 Water Taking Information System

Objective The objectives of the
water-taking System are: to
assess demand for water
supplies; to assess areas of
critical supply and demand; to
assess the impact of new demands
on supply; to assist in the
preparation of specific water
use studies; and, to minimize
administrative and clerical time
associated with the processing
of water-taking permits and
other related documents and
reports.

Content Data derived from
water-use applications
describing the source of water
supply, the method of taking,
the quantities involved, the
purposes for the water, etc.
Various types of reports are
produced for assessment and
control purposes.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-6995.

Key Not available
Size Not available
Storage Computer
Retention Not available

46 Water Well Contractors List

Objective To provide names and
addresses of licensed water well
drillers and borers
corresponding to a numeric code.

Content Driller code, name and
address.

Accessibility Open file.
Address enquiries to Mr. Bill
McClenaghan, Chief Water Well
Inspector, telephone 965-2105.

Key Driller code
Size 2,000
Storage Magnetic tape and disk
Retention Indefinitely

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Water Resources Branch (cont'd):

Key Municipal code

Size 4,000

**Hydrology and Monitoring Section
(cont'd):**

Storage Magnetic tape and disk

Retention Indefinitely

47 Water Well Information System

Objective To process data on the location, depth and yield of water wells in Ontario. Input data taken from the Water Well Records File.

Content Records of all water wells drilled, bored or dug by drilling contractors in Ontario since 1947, indicating location of well, ownership, depth, geologic log, construction data, well yield, screen and casings, etc. used. Catalogues of water wells are published on a county basis.

Accessibility Open file.
Address enquiries to Mr. J. Miller, Well Management Geologist, Networks Unit, telephone 965-6995.

Key 5 digit municipal code for location of well, river basin, UTM codes

Size 220,000 records to 1977, increase annually by 10,000

Storage Paper file, microfiche and magnetic tape

Retention Indefinitely

48 Water Well Municipal File

Objective To provide an inventory of municipalities that obtain water from wells.

Content Municipal code, municipal name and classification, county name.

Accessibility Open file.
Address enquiries to Mr. J. Miller, Well Management Geologist, telephone 965-6995.

49 Water Well Records (Ref.: Schedule numbers A-252 and A-49)

Objective An operational record is used to determine the water output of a well; to establish guidelines for the safe withdrawal of water from a well; for preparation of ground water surveys and development of potential ground water sources, for environmental impact assessment of waste disposal sites based on the hydrology of an area; for the environmental impact assessment of an area for use as a deep well disposal site; for environmental impact assessment of highways, roads, etc., on ground water flows; and, for the assessment of an area's potential industrial mineral resources e.g. gravel.

Content Water well record sheets relating to private ground water wells throughout Ontario and containing the following information:

- size and depth of well
- type, quality, appearance and purpose of water extracted
- description of overburden and bedrock materials found during drilling and depths to which they extend
- names and addresses of owner and driller of well
- related hydrological and geological data

MINISTRY OF THE ENVIRONMENT

Water Resources Branch (cont'd):**Hydrology and Monitoring Section (cont'd):**

Users include: Ministry engineers, Ministry of Natural Resources, Ministry of Transportation and Communications, Private Consulting Engineers, drillers, hydrologists, university professors, students, environmentalists and the general public. By county, township, concession, lot number.

Accessibility Open file.
Address enquiries to the Section, telephone 965-6995.

Key Well code number
Size Not available
Storage Paper files, microfilm
Retention Not available

Planning and Coordination Section :

50 Water Quality Information System - Great Lakes Surveys (Ref.: Schedule number A-47)

Objective To facilitate backup should any problems be encountered with the computer tapes of the system.

Content Computer cards, deck sheets and bench sheets containing water sampling information, such as: environmental conditions at time of sampling; location, date, time and depth, of sampling; on board chemical analysis; laboratory, chemical, bacteriological, and biological analysis, for the Great Lakes. Data are available from 1971.

Accessibility Open file.
Address enquiries to the Section, telephone 965-6954.

Key Assigned laboratory number
Size Not available
Storage Paper files, cards
Retention By Branch: 1 year; by Record Centre: 4 years

51 Water Quality Information System - Recreational Lakes Survey (Ref.: Schedule number A-46)

Objective To facilitate backup should any problems be encountered with the computer tapes of the system.

Content Computer cards, deck sheets and bench sheets containing water sampling information, such as location, date, time, and depth of sampling, on board chemical analysis, laboratory, chemical, bacteriological, and biological analysis, for recreational lakes. Data are available from January 1972.

Accessibility Open file. Address enquiries to the Section, telephone 965-6954.

Key Laboratory number
Size Not available
Storage Paper files, cards
Retention By Branch: current year only; by Record Centre: 5 years

52 Water Quality Meter Readings

Objective To provide data for a series of programs* for statistical analyses of water quality parameters and for development of models for the water environment.

Content Data on hourly readings of temperature, depth, dissolved oxygen, suspended solids, pH and conductivity of water in given locations.

Accessibility Open file. Address enquiries to Mr. D. Poulton, telephone 965-4590.

MINISTRY OF THE ENVIRONMENT

Water Resources Branch (cont'd)

Planning and Coordination Section
(cont'd):

Key Location, time, date
 Size 70,000
 Storage Magnetic tape
 Retention Not available

53 Current Meter Readings

Objective To provide data for statistical reports on water movement and in developing water movement models.

Content Readings of currents, temperature and direction for a particular location within a 10-minute interval.

Accessibility Open file.
 Address enquiries to Mr. B. Kohli, telephone 965-4590.

Key Location, date, time
 Size 100,000
 Storage Magnetic tape
 Retention Not available

54 River Basin Water Quality
Simulation Models

Objective To simulate the effect of wastewater discharges on water quality in a model which describes the possible effects of various planning decisions with respect to low flow augmentation, different waste loading treatment levels, and different quantities of waste flow. The results are used to assist in developing comprehensive guidelines for the management of water resources with a view to providing sufficient water of high quality for recognized water uses and protection against flooding and erosion. (A similar approach was used in a Thames River Basin Study. This model, incorporating modifications and adjustments as required, will also be used in a Grand River Basin Study.)

Content Data describing the physical characteristics of the river reach, streamflow data, chemical reaction coefficients, industrial and municipal loadings, sunlight intensity and rates of photosynthesis of aquatic plants, and other pertinent data.

Accessibility Open file. Address enquiries to the Section, telephone 965-6141.

Key Not available
 Size Not available
 Storage Computer
 Retention Not available

Water Modelling Section :

55 Lake Dispersion Model

Objective To simulate the dispersion of contaminants throughout a lake and estimate the effects on water quality.

Content Wind, harbour configuration, water current and water meter, industrial and municipal loadings and dispersion data. Output includes a time history of the water quality on a grid superimposed on the harbour, and plots of current patterns at various selected time points. (This provides the means for studying the chemical and biological processes existing, and be able to assess the possible effects of changing the configuration of the harbour and the industrial and municipal loadings discharged into it.)

Accessibility Open file. Address enquiries to the Section, telephone 965-6141.

Key Not available
 Size Not available
 Storage Computer
 Retention Not available

MINISTRY OF THE ENVIRONMENT

Waste Management Branch :

**Waste Management Systems Planning
Section :**

56 Derelict Motor Vehicle (DMV) File

Objective To access quickly data from the Derelict Motor Vehicle Recovery Program.

Content Contracts for Recovery of DMVS by Municipality, DMV sites, subsidies paid by Ministry of the Environment, number of cars collected, costs of collection and removal, amount of DMVs sold for scrap.

Accessibility Open file.
Address enquiries to the Branch,
telephone 636-8015.

Key Municipalities
Size Not available
Storage Paper file, computer
Retention Not available

**57 Transfers of Liquid Industrial
Wastes (Way - bill System)**

Objective To ensure every load of waste that is generated is received at an authorized disposal site.

To produce statistical reports.

To ensure that all shipments of liquid industrial waste are reported to this file as required by regulation.

Content Names of waste sources and generators, disposal site (name of owners), waste carriers and haulers, quantities and description of wastes, methods of final disposal. N.B. Shipments to recycling and reclamation operations are exempt from reporting to this file.

Accessibility Open file.

Address enquiries to D. Tolson,
telephone 965-2214.

Key Source, receiver, carrier,
type of waste, date, method of
disposal

Size Not available

Storage Word processing system

Retention Not available

Waste Utilization Section :

**58 Experimental Resource Recovery
Plant Records -- Monthly
Summaries**

Objective To record the performance of the Experimental Resource Recovery plant.

Content The file contains monthly totals of the following data: receipts of solid wastes received by plant, tons of wastes processed, tons of wastes transferred and hauled directly to land fill disposal, tons of secondary materials and refuse derived fuel produced.

Accessibility Open file.
Address enquiries to the Branch,
telephone 636-8015.

Key Wastes processed, wastes transferred, secondary material products

Size Not available

Storage Paper file

Retention Not available

MINISTRY OF GOVERNMENT SERVICES

Accommodation Division:

Planning and Design Services Branch:

01 Government Parking Inventory
January 1975

Objective To review and administer parking policy.

Content An inventory of all government parking facilities, both leased and owned in the 28 largest Ontario municipalities as categorized by indoor/outdoor stalls and user ministry.

Commercial parking market information as of Oct. 1976 and Oct. 1977 is also available.

Accessibility Open file.
Address enquiries to Mr. D. Dastur, Director, telephone 965-2108.

Key Municipality, civic address, ministry

Size 600

Storage Index cards; possibly magnetic tape in future

Retention Indefinitely

02 Government Parking Inventory -
Updated Parking Zone Maps - 1977

Objective Attachment to government parking inventory.

Content Parking zone maps which indicate Ontario Government facilities with and without parking in the central, intermediate and peripheral zones of the major Ontario municipalities.

Accessibility Open file.
Address enquiries to Mr. D. Dastur, Director, telephone 965-2108.

Key Municipality, zone

Size 6 pages, 2 sides per page

Storage Mylars

Retention Indefinitely

Administration Division:

Finance Branch:

03 Financial Information System

Objective Provides a total record of all Ministry of Government Services financial transactions related to appropriations, revenue, accounts receivable, budgets, buildings, work orders, vendors, branches, etc.

Content See Ministry of Government Services User's Guide for sub-systems and range of files.

Accessibility Open file.
Address enquiries to Mr. V.M. Chaves, Director, telephone 965-2153.

Key Ministry of Government Services account codes

Size Varies with sub-system

Storage Magnetic tape

Retention Varies with sub-system reports, Five year Maximum

MINISTRY OF HEALTH

Persons requesting statistics from the Ministry of Health should direct enquiries to the appropriate Branch or Section. Consult the most recent government of Ontario Telephone Directory for the address and local telephone number. Where necessary, route enquiries through the Central Switchboard, telephone 965-1211.

**Assistant Deputy Minister,
Administration and Health Insurance:**

Drugs and Therapeutics Branch:

01 Drugs and Therapeutics

Objective To determine the quality, efficacy and economy of drug products available in Ontario.

Content A record of the source of supply, analysis, certification and associated factors for each product processed.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Company, product
Size 2,000
Storage Paper file
Retention 3 years

02 Drug Benefit Profiles Master

Objective To record all validated drug claims for statistical purposes.

Contents Information includes the information indicated below.

1. Recipient data: Plan Code, Eligibility Number, Participant number, surname, first name and sex.
2. Dispensing agent data: Pharmacy Number and Pay Code.

3. Drug data: Drug Index Number and Principal Code Group.
4. Claim data: dispensing date, drug quantity, RX number, price claimed, price allowed, fee allowed and date paid.
5. Control data: Invoice Number and Microfilm Number.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Microfilm Number
Size 8 million records
Storage Magnetic tape
Retention Only the latest 8 months, based on Dispensing Date, are kept. Records which age beyond this are automatically dropped off every month.

Health Insurance Division:

Insurance Claims Branch:

03 Claims File

Objective To provide the data for producing OHIP insurance statistical reports and physician profiles.

Content Monthly claims received by OHIP containing practitioner number, patient name, OHIP number, diagnosis and service.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key OHIP number, physician/practitioner number
Size Five million per month (approx.)
Storage Magnetic tapes
Retention 7 years

MINISTRY OF HEALTH

Health Insurance Division (cont'd):**Insurance Claims Branch (cont'd):****04 Claim Form 118: for Institutions for Chronically Ill**

Objective To provide data to determine payments.

To be used as a source of statistics and a medium for checking medical necessity.

To provide information to answer correspondence.

Content Admission and discharge report which contains diagnostic information, residence coding and other statistical details for all persons deceased in or discharged from a chronic hospital.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Hospital

Size 16,564

Storage Paper file, magnetic tape

Retention 1 year

05 Discharge Reports for all Persons Forms 106D and 106S

Objective To supply statistics to approved sources.
To check completion of work at hospitals.
To answer correspondence.
To check third party cases.
To pay hospital claims.

Content Discharge reports for all persons discharged from or deceased in an active treatment hospital. Information includes diagnosis and surgical procedures, hospital charges and residence coding for the years 1968-74, 1st 6 months of 1975, and the years 1976 and 1977.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Hospital register number and OHIP certificate number

Size 1.3 million

Storage Microfilm, computer tape

Retention Microfilm - 1 year, magnetic tape - indefinitely

06 Long Stay Report Form

Objective To determine the medical necessity of a patient remaining in hospital.

Content A medical analysis of all patients who remain in hospital over thirty days.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Hospital name

Size 50,000

Storage Paper file

Retention 2 years

07 134-84 - Report of Out-Patient Therapy

Objective To record patients receiving out-patient therapy in Ontario hospitals.
To provide payment to private and Federal hospitals in Ontario.
To answer correspondence.
To check third party liability.

Content A report of all out-patient therapy treatments provided in Ontario hospitals.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

MINISTRY OF HEALTH

Health Insurance Division (cont'd):

Insurance Claims Branch (cont'd):

Key Hospital, date of service
Size 250,000
Storage Paper file
Retention 1 year, plus current year

08 Out-of-Province Claims - Form 120

Objective To provide data to determine payment to out-of-province hospitals for insured residents.

Content The forms for admissions to and out-patient services in hospitals outside Ontario which are submitted under OHIP.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Patient's name and year paid
Size 15,000
Storage Paper file
Retention 1 year plus current year

09 Out-of-Province Land and Air Ambulance Claims

Objective To provide data to determine payment to insured residents for land and air ambulance services and payments to hospitals for air ambulance services.

Content Claims for out-of-province land and air ambulance services.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Patient's name or hospital and date of service
Size 4,000
Storage Paper file
Retention 1 year plus current year

10 Out-Patient Day Care Report (Form 3117-84)

Objective To record patients receiving out-patient day care in Ontario hospitals.

To provide payment to private and Federal Hospitals in Ontario.

To answer correspondence.

To check third party liability.

Content A record of all out-patients receiving day care. This includes elective diagnostic and treatment procedures, endoscopic procedures, renal dialysis and chemotherapy (implemented January 1, 1977).

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Hospital, date of service
Size 187,028 (for 1977-78 fiscal year as of May 1978)
Storage Paper file, magnetic tape
Retention Indefinitely

11 Physiotherapy Claim Form 525-84

Objective To make payment to private physiotherapy facilities.
To create statistics.
To check services provided.
To answer correspondence.
To establish third party liability.

MINISTRY OF HEALTH

Health Insurance Division (cont'd):**Insurance Claims Branch (cont'd):**

Content Data on private physiotherapists, claiming reimbursement from OHIP which includes name of physiotherapist, facility used, patient name, service rendered.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key OHIP number, facility used
Size 61,000

Storage Magnetic tape

Retention Hard copy, 1 month plus current; Microfilm, 2 years

12 Report of Emergency and Authorized Out-Patient Services (Form 134A)

Objective To record number of accident cases and follow-ups and number of other ailments. To assist in answering correspondence. To provide data for third party liability.

Content A count of all eligible emergency and out-patient services (except therapies).

Accessibility Open file.

Key Hospital name

Size 230 per month

Storage Paper file

Retention 1 year, plus current year

13 Third Party Recovery File (Form 115 Hospital Accident Reporting)

Objective To provide data to investigate the extent of responsibility of a third party.

To determine the cost of insured services involved.

To outline the details of the settlement and the amount recovered by the Ministry.

Content

1. Accident reports
2. Police report
3. Questionnaire form
4. Listing of confinements
5. Correspondence
6. Medical information

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Name of injured person, file number, OHIP number

Size 50,000 p.a. (variable)

Storage Paper file

Retention 7 years - indefinitely in cases where future hospital care is necessary

Finance and Administration Division:**Finance and Accounting Branch :**

14 Accounts Payable Detail File (APM006P1)

Objective To store all paid transactions for the current fiscal year.

To provide data to prepare all Public Accounts reports and any special request reports.

Content Information includes:

1. Vote, item number
2. Branch and section
3. Vendor name and number
4. Transaction amount

The file begins in 1976/77.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

MINISTRY OF HEALTH

Finance and Administration Division
(cont'd):

Finance and Accounting Branch
(cont'd):

Key Vote, item, branch, section,
COCE, vendor number
Size Cumulative for current
fiscal year at rate of
35,000/month
Storage Magnetic tape
Retention Indefinitely

**15 Accounts Payable Vendor Master
File (APD007M1)**

Objective To keep a record of
the amount paid to each vendor.

To provide the current name and
mailing address for each vendor

To generate name and address on
treasury payment control tape
for each Remittance Advice,
which is used by Treasury and
Economics to automatically
produce the payment cheque.

Content Approximately 16,000
vendors each containing 3 lines
of name, 4 lines of address,
date on file, date of last name
or address change, cumulative
invoices amount and date of
latest invoice, cumulative other
transaction amount and date of
last other transaction and the
combined total amount. This
file is updated in every daily
run and therefore shows current
status on a daily basis.

The file begins in 1976-77.

Accessibility Individual records
being confidential cannot be
released. Requests for
anonymized statistical data may
be accommodated.

Key 6 digit vendor number
(numeric sequence denotes
alphabetic sequence)
Size 16,000 vendors
Storage Magnetic tape
Retention Indefinitely

**16 Accounts Payable Vibsa Master
File (APD011M1)**

Objective To supply the daily
and month-end systems with
tables which are used for
editing of transaction coding.

To maintain a record of
expenditures and current
balances to supply descriptive
names to all levels of coding.

Content A description for each
numeric code plus other
controlling codes and amount of
transaction where applicable.

The file begins in 1976-77.

Accessibility Individual records
being confidential cannot be
released. Requests for
anonymized statistical data may
be accommodated.

Key Vote, item, branch, section,
common object code of expense
Size 1,400 records (approx.)
Storage Magnetic disk
Retention Indefinitely

**17 Financial Management Control
System (IFAA20M1)**

Objective To retain the
cumulative spending amounts for
each Administrative Unit for the
Accounts Payable Month-End
Reports to the current fiscal
year.

Content Details by program,
activity, executive control,
branch, unit, common object
code, descriptive name,
cumulative spending amount and
yearly appropriation.

MINISTRY OF HEALTH

Finance and Administration Division
(cont'd):**Finance and Accounting Branch**
(cont'd):

The file begins in 1978-79.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Report program, activity, executive control, branch, unit, and common object code of expense

Size Approximately 11,000 records at the beginning of the year and increases with each month-end run

Storage Magnetic tape

Retention Indefinitely

18 Resident Data File

Objective To monitor patient load in Homes for Special Care and Extended Care Homes.

Content

1. Current individual residents' files.
2. Current files on Nursing Homes and Residential Homes.
3. Closed residents' files.
4. Closed files on Nursing Homes and Residential Homes.
5. General files.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Resident account numbers, OHIP number, birthdate

Size 48,000

Storage Paper file, magnetic tape

Retention Individual Resident Files:

H.S.C. - 6 years after death or discharge and account paid or written off

E.C. - 2 years after death or discharge subject to Provincial audit

Home Files:

H.S.C. and E.C. - 1 year after closure of Home

Fiscal Resources Branch:**19 Hospitals and Other Facilities**
Budgets

Objective To provide data on the operating costs of all hospitals and other health facilities.

To determine the cash flow of the hospitals and other facilities.

Content Annual operating budget prepared and submitted by public and private hospitals, health units, home care facilities and Crippled Children's Treatment Centres.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated. Records custodian is the Office Services Supervisor, telephone 965-8025.

Key Name of hospital or facility

Size 363

Storage Paper file, magnetic tape

Retention 5 years

MINISTRY OF HEALTH

Finance and Administration Division
(cont'd):

Fiscal Resources Branch (cont'd):

**20 Hospitals and Other Facilities
Final Settlements (Audited
Financial Statements and
Statistical Returns)**

Objective To provide data on actual historical operation of each hospital and related facility.

To determine final operating funds acceptable for each calendar year by means of detailed comparisons with the approved budget.

To provide basis for forecasting budgets.

Content Annual audited financial statements with supplementary schedules and statistical returns of each hospital, i.e., Annual Returns of Hospitals - Forms HS-2 (Finances (federal document) together with supporting schedules (HF series) as required in Ontario. New form replaced HS-2 in 1976. Financial statements are received from health units, home care, crippled children's treatment centres and nursing homes.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated. Records custodian is the Office Services Supervisor, telephone 965-8025.

Key Name of hospital or facility
Size 746

Storage Paper file, magnetic tape

Retention 5 years for Nursing Homes, 10 years for the rest

**21 Hospitals and Other Facilities
Operating Statements**

Objective To provide data on the actual operating performance of each public hospital and other related health facilities.

To relate actual performance to the approved budget.

To provide explanations of variances.

Content Monthly operating statements from health units, home care facilities, crippled children's treatment centres and hospitals; quarterly operating statements from nursing homes.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated. Records custodian is the Office Services Supervisor, telephone 965-8025.

Key Name of hospital or facility
Size 746

Storage Paper file

Retention For nursing homes, 5 years, for the rest, 2 years

Information Systems Division:

**Data Development and Evaluation
Branch:**

**22 Admissions/Separations of
Psychiatric In-Patient Facilities
(Forms 2303-16, 2303-90.10)**

Objective To provide senior management personnel in the Ministry of Health with

1. current patient movement data, and
2. data for annual publications.

To supply information for research studies.

To provide Statistics Canada with patient movement data.

MINISTRY OF HEALTH

Information Systems Division
(cont'd):**Data Development and Evaluation**
Branch (cont'd):

To enable other health jurisdictions and international agencies to follow trends in mental health morbidity and mortality.

Content Pertinent variables including source of referral, method of admission, diagnosis, etc. relating to all persons admitted to psychiatric hospitals, psychiatric units of public hospitals, community psychiatric hospitals and schedule 2 facilities under the Mental Health Act, 1967. Data are available from 1974.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key 1. source document:
municipality and case book number
2. tape: case book number
Size 55,000
Storage Paper file, punch card, magnetic tape
Retention The magnetic tapes are retained indefinitely

23 Annual Return of Health Care Facilities - Hospitals - Part One

Objective To produce the annual statistical publication Hospital Statistics - Public, Private and Federal Hospitals.

To provide data for special studies and planning purposes.

Content Data on hospital utilization and personnel. The data are available from 1964.

Accessibility Open file.

Key Location and name of hospital or its code number
Size 300 per year
Storage Paper file, magnetic tape, microfilm
Retention Indefinitely

24 Census Data Sheet (RE: Patients on the Books and Persons in Residential Units, Psychiatric Hospitals)

Objective To provide senior management personnel in the Ministry of Health with (1) data for annual publications and (2) data for research studies.

To enable other health jurisdictions and international agencies to follow trends in mental health morbidity and mortality.

Content Pertinent variables including diagnosis, method of admission, etc. related to all patients in psychiatric hospitals as at March 31.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Surname, two initials, case-book number
Size 13 hospitals, about 4,500 patients
Storage Paper file, punch card, magnetic tape
Retention The magnetic tape files are retained indefinitely

25 Daily Census Summary

Objective To provide data to calculate occupancy rates.

To check periods of high admissions and discharges.

To be used for various surveys.

MINISTRY OF HEALTH

Information Systems Division
(cont'd):

Data Development and Evaluation
Branch (cont'd):

Content Data on the daily admissions, discharges and deaths and patient days by type of service.

Accessibility Open file.

Key Location and name of hospital

Size 375/month

Storage Paper file

Retention 2 years

26 In-Residence Report

Objective To provide data for purposes of future studies for bed needs.

Content Data on the patients in hospital at midnight on December 31 including number of patients in hospital (not active treatment) at a point of time, their residence, age, sex, diagnosis for long term units and hospitals only.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Location and name of hospital

Size 135 hospitals reporting

Storage Paper file

Retention 5 years

27 Ontario In-Patient Data File

Objective To supply morbidity statistics of all inpatients discharged from private and/or public, active treatment and rehabilitation hospitals in Ontario.

Content Record comprises data from the HMRI (Hospital Medical Records Institute File). Basic abstract of the patient's chart showing sex, birthdate, all diagnoses, procedures, type of therapy, date of admission and discharge, etc. Data are available from 1976.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Hospital, register number and OHIP number

Size 1.7 million records annually

Storage Magnetic tape

Retention Indefinitely

28 Perinatal Mortality Survey

Objective To obtain a sufficiently large data base of births, stillbirths, perinatal deaths in order to study factors related to perinatal death in Ontario.

Content Data related to circumstances of birth (and of death if applicable) for each child in each of ten hospitals for the years 1960 and 1961.

Accessibility Open file.

Key Hospital code number within year

Size 51,490

Storage Magnetic tape

Retention Indefinitely

29 Therapeutic Abortions

Objective To prepare monthly reports on the total therapeutic abortions performed in Ontario to forward to Statistics Canada.

Content Data on therapeutic abortions performed in Ontario.

MINISTRY OF HEALTH

Information Systems Division
(cont'd):**Data Development and Evaluation**
Branch (cont'd):

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Location and name of hospital

Size 1 report from each 110 hospitals, per month

Storage Paper file

Retention 5 years

30 Vital Statistics

Objective To provide mortality and birth data for detailed trend analysis and evaluation in support of health care research, planning and program management.

Content Birth data: date of birth, age of mother, place of occurrence registration number, etc.

Death data: registration number, sex, birthdate, date of death, place of occurrence code, place of residence code, cause of death code, etc.

Source - provisional (most recent year) file from Office of the Registrar-General - official file from Health Division, Statistics Canada.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Registration number

Size Approx. 125,000 birth records annually. Approx. 60,000 death records annually.

Storage Magnetic tape

Retention Indefinitely, for historical series:

Birth records as of 1975

Death records as of 1968

Jointly by Information Systems Division and Crippled Children's Society:

31 Crippled Children

Objective To maintain a central base Registry to serve the operational assessment and monitoring needs of the Society and its District offices.

Content Each Registry record includes registration data (name, sex, birthdate, referred by, etc.), history and assessment data (diagnosis, schooling, treatment centres, etc.) and treatment requirements (therapy, artificial limbs, braces, special educational or vocational assistance, residential care, etc.).

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated with the concurrence of the Crippled Children's Society.

Key Birthdate and registration number

Size 23,000 cases per year

Storage Magnetic tape

Retention Indefinitely

Assistant Deputy Minister,
Institutional Health Services:

Inspection Branch :

32 Inspection of Installed Medical X-Ray Units

Objective To check if all medical and paramedical X-ray units comply with regulations in Ontario Regulation 721.

MINISTRY OF HEALTH

Inspection Branch (cont'd):

To provide a register of all medical X-ray owners in the province.

To provide statistics concerning medical X-ray owners.

Content Information pertaining to the inspection of installed medical X-ray units.

Information and correspondence re: installations of x-ray units, overdose of radiation exposure, type of X-ray unit, location and other related matter.

Data are available from 1970.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Registration number
Size 4,500
Storage Paper file
Retention Indefinitely

33 Nursing Homes and Homes for Special Care

Objective To provide data to monitor the standards for each home, etc.

Content Records, reports and correspondence concerning the licensing of homes, placement and supervision of patients in homes for special care.

File begins from the first year of operation of a nursing home. Earliest data dates back to 1966.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Name and location of home
Size 700
Storage Paper file
Retention Indefinitely

Direct Services Division:

Ambulance Services Branch:

34 Ambulance Log Book (Operating Costs, Maintenance Costs and Performance)

Objective To provide data for control and evaluation of the performance of E.H.S. ambulance fleet and for vehicle research.

Content Data on operating and maintenance cost and performance statistics of the vehicles.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Vehicle Number
Size 450
Storage Multiple paper files, magnetic tape
Retention Financial Records - 7 years

35 Ambulance Vehicles

Objective To maintain a record of all ambulance services.

Content The file contains information on the basic cost and equipment for each vehicle, the location of Ambulance Vehicles in Ontario and also Ambulance planning Reports.

Accessibility Open file.

Key Name and file number, A.S.B. vehicle number
Size 450
Storage Paper file
Retention 7 years

MINISTRY OF HEALTH

Direct Services Division (cont'd):

Accessibility Open file.

Ambulance Services Branch (cont'd):

Key Year and laboratory
Size 28

36 Oasis (Ontario Ambulance Services Information System)

Storage Paper file
Retention Monthly data - 2 years
Yearly data - indefinitely

Objective To provide data to monitor the casualty care rendered by Ontario ambulance fleet including the analysis of the time, space allocation (labour and capital), casualty care training requirements, communication, cost and casualty care rendered variables of the ambulance system.

Content Data on the time, space, patient observations, casualty care rendered, weather, road conditions, etc. for every ambulance call.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Call number, dispatch centre, services observations
Size 550,000 annually

Storage Multiple paper file, magnetic tape

Retention Incident Reports - 3 years

Laboratory Services Branch :

37 Statistical Records - Laboratory

Objective To assess trends in workload as an aid in planning future requirements.

To provide data for annual reports.

To provide data for comparisons of cost per year.

Content Data from the analysis of specimens including the number of DBS units scored by month and by laboratory (when applicable). Annual data are available from 1975.

Institutional Division :

Institutional Planning Branch:

38 Room Measurement Records:

Objective To establish official ratings of the hospitals only at the time of completion or when expansion takes place. After completion or expansion of a facility, changes in ratings are determined by Institutional Operations and Data Development Branches. (These ratings are used in annual publications).

Content Original data for each public hospital listing all patient rooms, showing classification of service, i.e. surgical, medical, obstetrics, etc., also dimensions of room, net floor area, number of beds, whether private, semi-private or standard and the ministry's official rating only upon the completion of a facility.

Data are available from 1959.

Accessibility Open file.

Key Alphabetical by location

Size 235

Storage Paper file

Retention Indefinitely

MINISTRY OF HEALTH

Assistant Deputy Minister, Community Health Services:

Health Manpower Planning Section:

39 Pharmacist Manpower

Objective To provide data for:

1. Manpower planning
2. Studying trends in specialization
3. Identifying regional differences and trends
4. Analysis of attrition, immigration, etc.

Content Data on pharmacists including date of birth, sex, education, geographical locations, type of practice, major activities and time devoted.

Data are available from 1974.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key College of Pharmacy registration number
Size 5,000
Storage Magnetic tape
Retention Indefinitely

40 Physician Manpower

Objective To provide data for:

1. Manpower planning
2. Studying trends in specialization
3. Identifying regional differences and trends
4. Analysis of attrition, immigration, etc.

Content Data on physicians including vitae (e.g. date of birth, sex, etc.) geographical location and specialization. From 1973 to 1977 College of Physicians and Surgeons have not given the Ministry the data.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key College of Physicians and Surgeons license number
Size 14,000
Storage Magnetic tape
Retention Indefinitely

41 Physiotherapist Manpower

Objective To provide data for:

1. Manpower planning
2. Studying trends in specialization
3. Identifying regional differences and trends
4. Analysis of attrition, immigration, etc.

Content Vitae (e.g. date of birth, sex, etc.), education, geographical location, field of activity and position held by all registered physiotherapists.

The data are available from 1974.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Registration number
Size 2,500
Storage Magnetic tape
Retention Indefinitely

42 Registered Nursing Assistant Manpower

Objective To provide data for:

1. Manpower planning
2. Identifying regional differences and trends
3. Analysis of attrition, immigration, etc.

MINISTRY OF HEALTH

Assistant Deputy Minister, Community Health Services (cont'd):

Size 90,000 annually
Storage Computer tape
Retention Indefinitely

Health Manpower Planning Section (cont'd):

Content Vitae (e.g. date of birth, sex, etc.), education, geographical location, field of activity and position held by all registered nursing assistants.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Data are available from 1971.

Key College of Nurses registration number

Size 30,000 annually
Storage Magnetic tape
Retention Indefinitely

43 Registered Nurses Manpower

Objective To provide data for:

1. Manpower planning
2. Studying trends in specialization
3. Identifying regional differences and trends
4. Analysis of attrition, immigration, etc.

Content Vitae (e.g. date of birth, sex, etc.), education, geographical location, field of activity and position held by all registered nurses. Historical file.

The data are available from 1970.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key College of Nurses registration number

Personal Health Division:

Consulting Services Branch :

44 Maternal Mortality (A joint Ministry-O.M.A. Maternal Welfare Committee)

Objective To study all deaths associated with pregnancy in the Province.

Content Records of deaths associated with pregnancy:

1. Office of the Registrar General;
2. Chief Coroner's Office;
3. Hospitals - Report of maternal death - Form 3, Section 57, Reg. 729, Public Hospitals Act, RSO 1970.

The data are available from 1973.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Name, date and place of death

Size Approximately 25 cases yearly

Storage Paper file
Retention Indefinitely

45 Thalidomide Program

Objective To provide data to determine the needs of thalidomide deformed children.

Content A record of financial costs, artificial limbs, treatment for children with thalidomide deformities.

The data are available from 1962.

MINISTRY OF HEALTH

Personal Health Division (cont'd):

The data are available from 1966.

Consulting Services Branch (cont'd):

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Name

Size 30

Storage Paper file

Retention Indefinitely

Accessibility Open file

Key District name and year

Size 43

Storage Paper file

Retention Indefinitely

Community Health Division:

Clinic Services Branch:

46 Tuberculosis Control

Objective To study the incidence and prevalence of tuberculosis, case histories of treatment, and records of contact and recent convertors.

Content Records of all cases of tuberculosis since 1960 and of all patients on chemotherapy (treatment and prophylaxis).

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Name

Size 80,000

Storage Paper file, cardex

Retention 30 years: 24 years in Records Centre, 6 years in clinic

Objective To show the inspection status of each food or other establishment on scheduled inspection service.

To schedule the next inspection for each establishment and prepare an inspection notice showing the last inspection status.

Content Health unit, area number, establishment number, name and address, date of last recorded and last scheduled inspection, date of next scheduled inspection, inspection status by type of deficiency.

The data are available from 1970.

Key Health unit, area number, establishment number, unit number

Size 55,000 establishments in 36 of 43 health units

Storage Magnetic tape

Retention Indefinitely

Community Health Protection Branch :

47 Annual Reports - Local Health Units

Objective To provide data to monitor activities to local health units.

Content Statistics on local health unit's activities including services provided and incidence of disease.

49 C.N.R. Dental Car and Four Road Vehicles

Objective To provide data for the annual reports of the Northern Ontario Public Health Services.

Content A report of dental treatment provided for school children in remote northern areas.

MINISTRY OF HEALTH

Community Health Division (cont'd):**Community Health Protection Branch
(cont'd):****Accessibility** Open file**Key** None**Size** 2**Storage** Paper file**Retention** 2 years**50 Communicable Diseases****Objective** To study the incidence and prevalence of any communicable disease.**Content** Records of all cases of some 20 communicable diseases including typhoid, rabies, whooping cough, leprosy, etc.**Accessibility** Open file**Key** Names of cases of each disease**Size** 100,000**Storage** Paper file**Retention** 15 years**51 Dairy Statistics****Objective** To enable the Ministry of Health to check on the quality of all milk products sold in Ontario.**Content** Sampling statistics on all milk products sold in Ontario.**Accessibility** Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.**Key** Name and address**Size** 3,400**Storage** Paper file**Retention** One year**52 Milk Product Plants****Objective** To record the construction and operation for all milk product plants including dairies.**Content** Information on all milk product plants in Ontario including location, type of machinery, etc.

The data are available from 1970.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.**Key** Name, alphabetically**Size** 215 milk product plants and dairies**Storage** Paper file**Retention** Indefinitely**53 Public Health Inspection -
General****Objective** To provide data for:

1. Reference statistics
2. Setting standards for administration of the health programme.

Content

1. Reports on inspection of environmental sanitation in industrial and summer camps, schools and all other aspects of public health inspection rendered by Northern Ontario Public Health Services inspectors to unorganized territory not included within the boundaries of a Health Unit.
2. Reports on subjects of general sanitation on which requests for service of a consultative nature have been made by Health Units located in the Northern Region.

MINISTRY OF HEALTH

Community Health Division (cont'd):

Community Health Protection Branch (cont'd):

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Geographical division

Size 15: 7 public health inspectors - direct service; 8 health units in Northern Ontario - consultative service

Storage Paper file

Retention Not yet established

54 Public Health Nursing - Annual Reports

Objective To provide information on the amount of service given.

To identify areas where more services are required.

Content The annual reports of public health nursing activity in the Northern Ontario Public Health Service area.

Accessibility Open file.

Key None

Size Not stated

Storage Paper file

Retention Not yet established

55 Rabies Surveillance

Objective To monitor the incidence of rabies and the usage of human rabies vaccine.

Content Name of patient and physician, patient, age and sex, occupation, treatment date, geographic location, animal species, vaccine history and reaction. For each animal case: animal species, vaccine history, geographic location, date.

Source: Physician requests for vaccine and Federal Department of Agriculture Laboratory reports.

Data are available from 1970.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Reference number, year, health unit, surname

Size 40,000 animal cases increasing 5,000 annually and 14,500 human contacts increasing 1,800 annually.

Storage Paper file

Retention Indefinitely

56 Slaughter Houses and Meat Processing Plants

Objective To record the construction and operation for all meat plants that are neither Ontario Approved nor Canada Approved.

Content Information on all meat plants that do not have "Approved" status.

The data are available from 1970.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key County, address, name

Size 267 plants

Storage Paper file

Retention Indefinitely

57 Summer Camps (Licenses and Inspection Reports)

Objective To provide data for licensing, for planning future programmes and for evaluating the existing licensing programme.

MINISTRY OF HEALTH

Community Health Division (cont'd):

Community Health Protection Branch
(cont'd):**Content**

1. Applications for a summer camp license
2. Summer camp inspection reports
3. Summer camp licenses issued.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key File number of geographical location

Size 524

Storage Paper file

Retention 3-5 years

58 Venereal Disease

Objective To assess the incidence and prevalence of sexually transmitted disease in Ontario.

To maintain a central registry of venereal disease cases in the Province.

Content Clinical records and statistics of cases of venereal disease registered, payments to clinics and drugs supplied.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Numeric code (number assigned to each case)

Size 280,670

Storage Paper file, card indexes, cassette tape (the data is keyed onto a cassette tape, and transmitted to a data centre from the V.D. Control Office using the facilities of a Sycor 340 intelligent terminal. The output is returned to an on-location printer which preserves confidentiality).

Retention Throughout the lifetime of each case

Health Promotion Branch :59 Community Health Activity
Resources Information System
(Charis)

Objective To collect data on significant Community Health Activities

To analyse data for trends

To have a basis on which to make change where indicated

To provide nursing personnel with data to evaluate service.

Content For each Public Health Nurse in 38 Local Health Units monthly data on:

1. time spent by activity
2. number of individual contacts by age and reason for visit
3. number of group activities showing attendance and time spent

Data are available from 1977.

Accessibility Only a few local Health Units include other health professions. Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Area, health unit; Function, profession, classification team and sequence number

Size 1,800

Storage Computer file

Retention Indefinitely

60 Cash - Computer Assisted School
Health

Objective To provide a standardized method of recording and storing individual health status by school, health unit and province.

MINISTRY OF HEALTH

Community Health Division (cont'd):**Health Promotion Branch (cont'd):**

To show the health status of each school child and his health history in terms of contact with school health services.

To remind public health units of those children with current health problems.

To prepare clinic lists of children in need of service (immunization, vision test, etc.).

Content Health unit, school, parents' Social Insurance Numbers, birth order, surname, given names, immunization history, vision and hearing history, parent's OHIP number, sex, birthdate, birthweight, TB test, health problems.

Data are available from 1969.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Health unit, school, surname, SIN and birth order.

Size 25 of 44 Health Units, 678,659 students on file as of November 1977

Storage Magnetic tape

Retention Indefinitely

61 Ontario Dental Health Index

Objective To provide dental health indices

To determine the need for dental treatment

To evaluate public health preventive dental programs

To determine the caries attack rates.

Content Dental health records of a random sample of Ontario Elementary School children conducted biennially.

Accessibility Records are not confidential. There is open access to the file.

Key None

Size 75,000

Storage Magnetic tape

Retention Indefinitely

62 Professional Credentials File

Objective To provide personal and professional status information on all Public Health Nurses in Ontario.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Name

Size 5,000-10,000

Storage Paper file

Retention Indefinitely

Held Jointly by:

Community Health Division

Health Promotion Branch :

and

Personal Health Division

Consulting Services Branch :

63 Stillbirth and Infant Death Records (Under Revision)

Objective To study stillbirths and infant deaths, in relation to hospital of birth, causes of death, seasonal or geographical incidence of disease.

To provide a source of information for the National Surveillance of Congenital Anomalies.

MINISTRY OF HEALTH

Held Jointly by
Community Health Division

Health Promotion Branch :

and

Personal Health Division

Consulting Services Branch (cont'd):

Content

1. Infant Death Forms (A) with cause of death, age of infant, etc.
2. Stillbirth Registration Forms (A) with period of gestation, cause of death, etc.
3. Hospital Form 4 (Report of Stillbirth or Neonatal Death), Section 58 Reg. 729, Public Hospitals Acts, RSO 1970 (A).

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Hospital of death, name

Size 1. 2,000 2. 1,600 3. 1,600

Storage Paper file

Retention Through ensuing calendar year

Addiction Research Foundation:

Research Division:

64 Patient Records

Objective To provide data on the characteristics of patients, on the services rendered by the Foundation, and patient movement.

Content Demographic information on patients and patient related events, i.e. admission, interviews, discharge.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Patient number

Size 30,000

Storage Magnetic tape

Retention Not yet established

65 Various Ad Hoc Research Survey

Objective To provide data for epidemiological research to determine the extent, quantity, frequency, mode and consequences of the use of alcohol and other psychoactive drugs in Ontario.

Content Surveys on:

1. Alcoholism prevalence
2. Chronic drunkenness
3. Alcohol buying habits
4. Alcohol and traffic accidents
5. Medical prescription drugs
6. Non-medical drug use by secondary school students
7. Mortality of alcoholics

Data are available from 1949.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Project, name or characteristic

Size Average about 6,000

Storage Paper file, punch card, computer tape, photocopy

Retention Indefinitely

MINISTRY OF HOUSING

Community Planning Division:

Local Planning Policy Branch:

01 Mobile Home Park Survey, Selected Data from Interviews with Managers

Objective To form a basis for an understanding of the mobile home situation in Ontario and a basis for further investigation.

Content Data obtained from managers of mobile home parks in Ontario, organized on basis of the park, management of park, units in the park and relation to community.

A report is published and is available from the Ontario Government Bookstore, 880 Bay Street.

Accessibility Open file. Address enquiries to Mr. M. Sinclair, Manager, Special Studies, telephone 965-5890

Key Mobile home park

Size Not available

Storage Paper file

Retention Until stock is depleted

Plans Administration Division:

Operations and Development Control Branch:

02 Land Development Information System

Objective To monitor activity concerning applications and approvals for subdivision development.

Content The master file contains coded data by municipality for each subdivision plan as it goes through the different stages in the approval process. Data included are: number of lots, date of submission, date of draft approval, date of final approval, area, negotiation date and numbers, etc.

Monthly Activity file printouts are produced which show progress on existing projects and new projects.

An "on demand" reporting facility is used to produce summary data showing those applications that have completed the process and are either fully approved or otherwise concluded.

Data are available from 1968.

Accessibility Open file. Address enquiries to Mr. W. Dew, telephone 965-6418.

Key Region, county, municipality, application number, application status (Master file)

Size 45,000 (approx); increasing monthly

Storage Magnetic tape, paper file, tabulations and maps

Retention 5 years by Ministry; indefinitely by Archivist

Policy and Program Development Secretariat:

Management Planning and Evaluation Branch:

03 Rent Survey, August 1976

Objective Policy review of Rent Review Act. Statistical analysis.

MINISTRY OF HOUSING

**Policy and Program Development
Secretariat (cont'd):****Management Planning and Evaluation
Branch (cont'd):**

Content Sample survey data of renters in 8 Ontario cities: Toronto, Kingston, London, Ottawa, St. Catharines, Sault Ste. Marie, Sudbury, Thunder Bay. Data on rents paid, rent increased, description of dwelling unit and tenant perception of quality of services.

Accessibility Open file.
Address enquiries to Mr. R. Binsell, Manager, Surveys and Statistical Analysis, telephone 965-7025.

Key Municipality
Size 7,000 (approx.)
Storage Magnetic tape
Retention Indefinitely

04 Rent Survey, September 1977

Objective Policy review of Rent Review Act. Statistical analysis.

Content Sample survey data of renters in 8 Ontario cities: Toronto, London, Hamilton, Ottawa, Kingston, Sault Ste. Marie, Sudbury, Thunder Bay. Data on rents paid, rent increases, description of dwelling unit and tenant perception of quality of services.

Accessibility Open file.
Address enquiries to Mr. R. Binsell, Manager, Surveys and Statistical Analysis, telephone 965-7025.

Key Municipality
Size 5,000 (approx.)
Storage Magnetic tape
Retention Indefinitely

MINISTRY OF INDUSTRY AND TOURISM

Industry and Trade Analysis Branch:

03 Commodity Profiles

01 Doing Business in Ontario, Canada

Objective To provide data for guidance of potential industrial investors.

Content Data on business climate, business organization, labour, taxes, Canadian Custom Duties, government assistance to industry and general information.

Accessibility Open file.
Address enquiries to Mr. E. Chang, telephone 965-4347.

Key Not available
Size 20,000
Storage Publication
Retention Until updated

Objective To provide market profiles of products manufactured in Ontario primarily in response to specific requests.

Content Information on domestic production, imports, prices, competition, demand and supply, trade constraints, etc.

Accessibility Open file.
Address enquiries to Mr. E. Chang, telephone 965-4347.

Key Commodity
Size One master per report
Storage Paper files
Retention Until updated

04 Ontario Exports by Countries and Commodities 1977

Objective To review Ontario exports performance.

Content Description of Ontario export trade to principle market areas and by major commodity groups.

Accessibility Open file.
Address enquiries to Mrs. S. Madden, telephone 965-4347.

Key Year
Size 2,000
Storage Publication
Retention Updated annually

02 Ontario in Statistics 1978

Objective To provide brief summary of the economy and trade of Ontario in brochure form.

Content Data on Ontario's economy and trade:

- Population
- Labour Force
- Gross Provincial Product
- Agricultural Production
- Mineral Production
- Manufacturing Production
- Construction
- Exports

Accessibility Open file.
Address enquiries to Mr. E. Chang, telephone 965-4347.

Key Year
Size Several thousand
Storage Publication
Retention Until updated

05 Foreign Market Profiles

Objective To provide research on foreign markets; studies available in 1977 on following countries:

MINISTRY OF INDUSTRY AND TOURISM

Industry and Trade Analysis Branch
(cont'd):

Albania, Argentina, Bahamas, Barbados, Bermuda, Brazil, Bulgaria, Cameroon, Colombia, Costa Rica, Cuba, Czechoslovakia, Denmark, Dominican Republic, Ecuador, Egypt, El Salvador, France, Guatemala, Haiti, Hong Kong, Hungary, India, Indonesia, Iran, Ireland, Italy, Jamaica, Japan, Malaysia, Mexico, Netherlands-Antilles, Peoples' Republic of China, Philippines, Poland, Puerto Rico, Romania, Saudi Arabia, Singapore, South Korea, Spain, Sri Lanka, Sweden, Syria, Taiwan, Thailand, Trinidad-Tobago, Turkey, United Kingdom, U.S. Virgin Islands, Venezuela, West Germany, Windward-Leeward Islands, Yugoslavia.

Content Economic background including structure of the economy, foreign trade, Canadian trade, economic and trade policy, Ontario domestic exports, Canadian domestic exports, Canadian imports and opportunity for Ontario exports.

Accessibility Open file.
Address enquiries to Ms J.A. Dursley, Product Manufacturing Development Section, telephone 965-4347.

Key Country
Size 1 master per country
Storage Paper files
Retention Until updated

Industry Branch:**06 Federal/Provincial Manufacturing Company Profile Program**

Objective Designed to provide quick access to information on Ontario manufacturing companies.

Content The system is set up to store forty-five characteristics for any given manufacturing company. It contains descriptive information such as products manufactured, number of employees, plant size, etc.

Accessibility Open file.
Address enquiries to the Product Manufacturing Development Section.

Key Product, manufacturers
Size Approx. 4,200 profiles
Storage Data Base
Retention Indefinitely

07 Manufacturing & Marketing Opportunities Bulletin

Objective To provide specific information to 6000 Ontario manufacturers in a monthly bulletin.

Content Information on: Merger & Acquisitions, Joint Ventures, Licensing, Inventions, Production Facilities, Contracts, Sales Leads, Agents & Distributors, Incoming Buyers, Capital Projects, Products & Process.

Accessibility Open file.
Address enquiries to Product Manufacturing Development Section.

MINISTRY OF INDUSTRY AND TOURISM

Industry Branch (cont'd):

Key Manufacturing - Merger & Acquisition, Joint Ventures, Licensing, Inventions, Production Facilities, Capital Projects, Products & Processes Marketing - Contracts, Sales Leads, Agents and Distributors, Incoming Buyers

Size 6000 (approx)

Storage Paper file

Retention Indefinitely

Content Information on visitor expenditure, travel habits, characteristics; provincial park and historic site attendance; supply, demand and employment in selected sectors of the tourist industry; seasonal residences; selected items pertaining to recreational activities; and expenditures on tourist promotion.

Accessibility Open file.

Address enquiries to Mr. K. Kaczanowski, Tourism Policy and Research Services Section, telephone 965-5725.

08 Municipal Profiles

Objective To provide community data for industrial location studies.

Content Data on population, employment, transportation, and tax data together with information concerning services, industrial land, existing manufacturing within the municipality.

Accessibility Open file.

Address enquiries to Ms Dorothy Thomas, telephone 965-7299.

Key Municipal profiles, employment, transportation, tax data, services, manufacturing, community data, industrial location

Size 255 Profiles

Storage Paper file

Retention Indefinitely

Key Not available

Size Not available

Storage Not available

Retention Indefinitely

10 Ontario Recreation Survey (ORS) 1973-74

Objective To provide tourism and recreation demand and participation data for residents of Ontario for input to Ministry programs.

Content Data on activity participation, recreation trips, free time use, activity and trip preference and demographics.

Accessibility Open file.

Address enquiries to Mr. G. Pincombe, Tourism Policy and Research Services Section, telephone 965-5725.

Policy and Priorities Division:

09 Tourism Statistical Handbook, 1975

Objective To provide annual statistics for key tourism indicators.

Key Interview number, record number

Size (10,232 x 26) 80-Byte records

Storage Magnetic tape

Retention Indefinitely

MINISTRY OF INDUSTRY AND TOURISM

Policy and Priorities Division
(cont'd):**11 Travel information Centre -
Evaluation Survey**

Objective To determine the information requested at the centre, which was not obtainable and to evaluate the service provided by the travel counsellors.

Content Origin of visitor, information centres visited, information requested, level of service provided.

Accessibility Open file.
Address enquiries to Ms L. Beare, Tourism Policy and Research Services Section, telephone 965-5725.

Key Questionnaire number
Size (6,654 x 1) 80-Byte records
Storage Computer cards
Retention Indefinitely

**12 Travel Information Centre -
Visitor Survey**

Objective To determine the travel patterns and interest of people using the travel information centres operated by the Ministry of Industry and Tourism and the Ontario Travel Associations.

Content Origin and destination of visitor, information received and not received, length of stay, accommodation, interest in area.

Accessibility Open file.
Address enquiries to Ms L. Beare, Tourism Policy and Research Services Section, telephone 965-5725.

Key Interview number
Size (16,000 x 1) 80-Byte records
Storage Magnetic tape
Retention Indefinitely

**13 Travel Survey of Ontario
Households 1977**

Objective To provide domestic tourism trend data which can be compared to 1976 on the travel expenditures and travel patterns of Ontario residents.

Content Data on the number and type of person-trips, destination, type and amount of expenditure and demographics.

Accessibility Open file.
Address enquiries to Mr. K. Kaczanowski, Tourism Policy and Research Services Section, telephone 965-5725.

Key Interview number, month
Size (650 x 6 x 3) 80-Byte records
Storage Computer cards and magnetic tape
Retention Indefinitely

MINISTRY OF INDUSTRY AND TOURISM

Policy and Priorities Division
(cont'd):

14 U.S. Auto Exit Survey 1973-74

Objective To provide data on
U.S. visitors to Ontario by
automobile.

Content Data on activity
participation, reason for trip,
length of stay, accommodation,
expenditures and demographics.

Accessibility Open file.
Address enquiries to Mr. G.
Angst, Tourism Policy and
Research Services Section,
telephone 965-5725.

Key Interview number
Size (8,700 x 9) 80-Byte records
Storage Magnetic tape
Retention Indefinitely

MINISTRY OF INTERGOVERNMENTAL AFFAIRS

Subsidies Branch:

01 Inventory of Provincially-Owned Properties (Ref.: Schedule number 75-74-53)

Objective To provide a computerized listing of all provincially-owned properties (excludes Ontario Hydro properties).

Content Assessment roll number, municipal location, name of owning Ministry, name of user Ministry, size of property, assessed value, use of property, property description and payments made. A variety of reports are produced using a retrieval package.

Accessibility Open file.
Address enquiries to Mr. C.E. Heal, Subsidies Officer, telephone 965-3917.

Key Assessment roll number by municipality
Size Over 72,000
Storage Magnetic tape, microfiche, lineprinter output
Retention Printout and microfiche - 8 years
magnetic tape - 5 generations.
Reports are kept for a time dependent on content

02 Managed Forest Tax Reduction Program

Objective To provide data on payments of grants to eligible owners of managed forests in order that recovery action can be taken when required.

Content Property roll number, managed forest acres and assessment, and applicable taxes for managed forest properties on which grants have been paid from the years 1973 and 1974 onwards. A variety of reports are produced using a retrieval package.

Accessibility Open file.

Address enquiries to Mr. R.J. Kearns, Subsidies Officer, telephone 965-6595.

Key Name of municipality, roll number, property owner

Size 8,000

Storage Magnetic tape, paper file

Retention 12 years

03 Municipal and School Tax Credit Program (Ref.: Schedule numbers 75-74-44, 75-74-49, 75-74-52)

Objective To document officially the debt that each program participant may owe to the Province in the event of transfer of ownership of the benefitting property.

Content Liens, property owner(s), legal description of the property against which the lien has been registered, and the amount of credit which has been allowed on the property. Monthly and consolidated reports are produced.

Accessibility Open file.
Address enquiries to Mr. R.J. Kearns, Subsidies Officer, telephone 965-6595.

Key Sequential number applied by Branch, municipality, name of owner

Size 6,000 approximately

Storage Computer, paper file

Retention 20 years

04 The Farm Tax Reduction Program (Ref.: Schedule number 75-74-54)

Objective To provide data on payments made for each farm property in order that recovery action can be taken if required.

MINISTRY OF INTERGOVERNMENTAL AFFAIRS

Subsidies Branch (cont'd):

Content Roll number, acreage, assessment and municipal tax information on all farm properties in Ontario from the year 1970 onwards. A variety of reports are produced using a retrieval package.

Accessibility Open file.
Address enquiries to Mr. R.J. Kearns, Subsidies Officer, telephone 965-6595.

Key Assessment roll number by municipality

Size Varies by year (230,000 to 280,000)

Storage Computer and microfilm

Retention 12 years

MINISTRY OF LABOUR

Research Branch:

01 Collective Bargaining Agreements in Ontario

Objective To file Ontario collective agreements and use them as an information and research resource by means of a computerized data system.

Content All agreements are coded for 24 identifying characteristics, such as company, union, industry, geographical location. However, substantive provisions are coded for only agreements covering 200 or more employees and all public agreements regardless of size.

Publications include Bargaining Information Series containing analyses of most commonly negotiated provisions, annual agreement expirations, provisions in municipal agreements, wage rates and working conditions in construction agreements.

Accessibility Open file.
Address enquiries to Mrs.
Hsioh-Fan Stevenson,
Statistician, telephone
965-6886.

Key Employer name, industry, union, location, expiry date, etc.

Size 7,000 agreements in private industry and government, including agreements under federal jurisdiction covering Ontario employees

Storage Paper file, computer tape for the file, printouts and publications

Retention Paper file - indefinitely
Computer tape - current data - revised monthly

02 Collective Bargaining Settlements and Negotiations in Ontario

Objective To provide summaries of collectively bargained settlements in Ontario industries.

Content Description of changes in wages, fringe benefits and working conditions in recently negotiated settlements covering 200 employees and over.

Monthly settlement report is prepared and published jointly by Labour Canada and the Ontario Ministry of Labour.

Accessibility Open file.
Address enquiries to Mrs.
Hsioh-Fan Stevenson,
Statistician, telephone
965-6886.

Key Industry, employer, union and location

Size 500-600 settlements per year (since 1969)

Storage Paper file

Retention Indefinitely

03 Conciliation and Mediation Services Labour Relations Act

Objective To compile statistical data on the activities of the Conciliation Services Branch in dealing with collective bargaining disputes, to show the Branch's workload, and method of disposition, and processing time.

Accessibility Open file.
Address enquiries to Mrs.
Hsioh-Fan Stevenson,
Statistician, telephone
965-6886.

Key Name and location of employer and union

Size 3,000 records per year (since 1944)

Storage Paper file

Retention Indefinitely

MINISTRY OF LABOUR

Research Branch (cont'd):

**04 Fatal Accidents in Ontario
Construction 1964 -1974**

Objective To analyze trends in, and cause of, violent deaths on construction sites during the 11-year period.

Content Occupation, age, location of accident, date and time of accident and type of construction project. Other information to be added includes type of accident responsibility for accident, and violation of construction safety laws. The data are taken from the accident investigation files of the Construction Safety Branch.

Accessibility Open file.
Address enquiries to Mrs.
Hsioh-Fan Stevenson,
Statistician, telephone
965-6886.

Key Year and fatality number
Size 518 cases
Storage Key punch cards
Retention Indefinitely

05 Strikes and Lockouts in Ontario

Objective To provide data on the extent of work stoppages in the settlement of labour disputes under Ontario jurisdiction.

Content Individual work stoppage by industry, employer name, location, union name, number of workers involved, duration of the strike, man-days lost, and the status of the agreement. Data are available since 1958.

Accessibility Open file.
Address enquiries to Mrs.
Hsioh-Fan Stevenson,
Statistician, telephone
965-6886.

Key Employer name, union and starting date of work stoppages
Size 200 - 300 strikes per year
Storage Paper file
Retention Indefinitely

**06 Union Membership in Ontario 1962
- 1976**

Objective To provide information on the extent and growth of union membership in Ontario.

Content Membership by union, affiliation, industry, size, women members and geographic location. Annual changes in union membership.

Accessibility Open file.
Address enquiries to Mrs.
Hsioh-Fan Stevenson,
Statistician, telephone
965-6886.

Key Union, SIC, and CMC codes
Size 200 unions and 3,000 locals operating in Ontario, since 1962.

Storage Paper file, computer printout and tapes
Retention Indefinitely

**07 Wage Developments in Collective
Bargaining Settlements in Ontario**

Objective To provide information on a quarterly basis of changes in base wage rates established by collective bargaining settlements.

MINISTRY OF LABOUR

Research Branch (cont'd):

Content Statistical descriptions of changes in base wages established by collective bargaining settlements covering 200 employees or more. Thirteen tables indicate the number of employees affected by settlements, the average annual per cent and cents per hour increase for all agreements, and separately, for those with cost-of-living clauses and for those without such clauses.

Accessibility Open file.
Address enquiries to Mrs.
Hsioh-Fan Stevenson,
Statistician, telephone
965-6886.

Key Industry and term of agreement
Size 500-600 settlements per year, since 1971
Storage Computer tapes and printouts
Retention Indefinitely

Women's Bureau:

08 Women in the Labour Force: Basic Facts

Objective To present information on the participation of women in the Ontario labour force. The main data sources are the Labour Force Survey and the Consumer Finance Survey of Statistics Canada. Publication is updated every two years.

Content Analysis of Ontario women's workforce participation including information on: part-time work; unemployment; effect of age, marital status; children, education and training; earnings; occupations and industry.

Accessibility Open file.

Address enquiries to Ms Leslie Lewis, telephone 965-1537.

Key Not available
Size Not available
Storage Publication
Retention Indefinitely

09 Women in the Labour Force: Education

Objective To present information on the educational status of women in Ontario and to monitor changes in enrolment of students in various programs. The main data sources are Statistics Canada and the Ontario Ministry of Colleges and Universities. Publication is updated every 3 years.

Content Includes enrolment figures for women in universities and community colleges analysed according to level of study, field of study and traditional versus non-traditional program areas. Also relates educational attainment to labour force participation.

Accessibility Open file.

Address enquiries to Ms Leslie Lewis, telephone 965-1537.

Key Not available
Size Not available
Storage Publication
Retention Indefinitely

10 Women in the Labour Force: Labour Unions

Objective To present information on the participation of women in labour unions in Ontario. The main data source is the CALURA statistics from Statistics Canada. Publication is updated every 2 years.

MINISTRY OF LABOUR

Women's Bureau (cont'd):

Content Analysis of women's union participation by type of labour organization, industry and union composition. Some historical material is included related to overall female workforce. Identifies percentage of union board members who are women.

Accessibility Open file.
Address enquiries to Ms Leslie Lewis, telephone 965-1537.

Key Not available

Size Not available

Storage Publication

Retention Indefinitely

MINISTRY OF NATURAL RESOURCES

Aviation and Fire Management Centre:

01 Weather Record (Ref.: Old form FC38, New 221)

Objective To provide data for correlating events such as growth or lack of growth of trees to measurable weather parameters and dryness of fuels and fire behaviour to measurable weather parameters.

Content Records containing 30 daily observations of precipitation, temperature, relative humidity, wind speed and computation of a fire danger rating.

Accessibility Open file.
Address enquiries to the relevant Director Regional Office.

Key None
Size 900
Storage Paper file
Retention Indefinitely

Finance and Administration Group:

Financial Services Branch:

02 Sale of Licences (Fish and Wildlife)

Objective To provide data to indicate the number of hunters and fishermen both resident and non-resident in the province and the increase or decrease of this activity.

Content Data on the quantities of licences sold and revenues derived by licence type reported annually.

Accessibility Open file.
Address enquiries to Mr. A.C. Goddard, Director, telephone 965-2761.

Key Name of licence type
Size 25,000
Storage Paper file, data accumulated in ledger
Retention 5 years

Personnel Services Branch:

03 Annual Report of Workmen's Compensation and Motor Vehicle Collision Costs - 1975 - 1976

Objective To determine areas where attention must be centered to control hazardous injury potential situations.

Content Record of injuries and illnesses reported to the Workmen's Compensation Board consisting of a compilation of the types, causes and costs and frequency of occurrences.

Accessibility Open file.
Address enquiries to Mr J.M. Hastings, Supervisor, Safety Program Development Section, telephone 965-2735.

Key None
Size 200
Storage Paper file
Retention 3 years

Lands and Waters Group:

Conservation Authorities:

04 Central Region Conservation Authority Survey of Origins and Destinations

Objective To determine the recreational travel behaviour of users of conservation areas in the Central Region, and the degree of non-resident use by watershed.

Content Identity of destination, conservation area, origin of user, number in party, date of contact.

Accessibility Open file.
Address enquiries to Mr. J. Featherston, Parks and Recreation Co-ordinator, Central Region, Conservation Authority, telephone 884-9203.

MINISTRY OF NATURAL RESOURCES

Lands and Waters Group (cont'd):

Conservation Authorities (cont'd):

Key Conservation area, date
Size 29,000 cases
Storage Magnetic tape
Retention Limited annual update

Accessibility Open file.

Address enquiries to Mr. J.C. Smith, Supervisor, Mining Lands Section, telephone 965-1380.

Key Numerical code
Size Not stated
Storage Paper file
Retention To be determined

Engineering Services Branch:

05 Water Level Records (at Dam Sites)

Objective To provide records of the history of water levels on selected lakes and rivers and data to calculate flow records for use in water resources planning, development and management.

Content Water level records of lakes taken at many dams operated by the Ministry.

Accessibility Open file.
 Address enquiries to the relevant Regional office.

Key None
Size 50
Storage Paper file, graphs
Retention To be determined

07 Mining Acreage Tax and Rent Roll

Objective To maintain a roll of all mining rights liable for the acreage tax and rentals levied under The Mining Act.

Content Complete list of all alienated mining lands formerly and currently included in the roll.

Accessibility Open file.
 Address enquiries to Mr. J.C. Smith, Supervisor, Mining Lands Section, telephone 965-1380.

Key Legal description of land
Size 40,000 records
Storage Card index
Retention Indefinitely

Lands Administration Branch:

06 Beach Protection Act Licence

Objective To provide a continuous record of sand and gravel removed under licence from a specific parcel of ground or area of land under water.

Content History of property, maps, photographs and data on amounts of material removed with accounting of royalty payments per cubic yard.

08 Patent Records

Objective To maintain a complete listing of all land parcels alienated by the Crown under patent, lease or licence of occupation.

Content Indexes, reference material and maps cataloguing all land dispositions under the above headings.

Accessibility Open file.
 Address enquiries to Mr. R.E. Dixon, Patent Records Officer, Titles Section, telephone 965-1319.

Key Legal description of land
Size Over 1,000,000 entries
Storage Paper file
Retention Indefinitely

MINISTRY OF NATURAL RESOURCES

Lands and Waters Group (cont'd):**Lands Administration Branch (cont'd):****09 Quarry Permit**

Objective To provide a continuous record of sand and gravel removed under permit from a specific parcel of ground.

Content Data on the amounts of material removed from specific parcels of ground under Authority of Quarry permit with accounting of royalty payments per cubic yard.

Accessibility Open file.
Address enquiries to J.C. Smith, Supervisor, Mining Lands Section, telephone 965-1380.

Key Numerical code

Size Not stated

Storage Paper file

Retention 20 years depending on location of land involved

Surveys and Mapping Branch:**10 Ontario Map Catalogue**

Objective To inform map users of the availability of various maps produced by all ministries and agencies of the Ontario Government.

Content Listing of maps showing subject, title, area scale, area covered, date and publishing agency. These data are used to produce the Ontario Map Catalogue.

Accessibility Open file.
Address enquiries to Mr. J.G. Pound, Supervisor, Cartography Section, telephone 965-4743.

Key Subject, map number, location and publishing agency.

Size 1,000 listings (approx.)

Storage Punch card, computer printout

Retention Until bi-annual update

Mineral Resources Group:**Mineral Resources Branch:****11 Report on Mineral Industry Operations - An Annual Census of Mines and Mineral Processing Plants Operating in Ontario**

Objective To provide data for each mining operation in Ontario in an annual report of the Ministry of Natural Resources.

Content Data on mineral properties, known ore reserves, outputs, plants expansions, equipment added, lateral development, diamond drilling and employment. Also it provides information on company officials, incorporation and capitalization.

Accessibility Open file.
Address enquiries to Supervisor, Information and Mineral Statistics Section, telephone 965-1016.

Key Company name, mine/plant location

Size 120

Storage Paper file

Retention 10 years or longer

Ontario Geological Survey**12 Assessment Work (on Mining Claims) and Work Filed "Not for Assessment Credit"**

Objective To provide data for the preparation of compilation reports and maps for exploration uses and provide a library of unpublished geological information for public and ministry use.

Content Reports on the results of prospecting of mining claims (unpatented and patented) by private companies and individuals as required by the Mining Act, Mineral Exploration Assistance Program, Ontario Securities Commission and voluntary information submitted from Resident Geologists' Offices and Mining Companies.

MINISTRY OF NATURAL RESOURCES

Mineral Resources Group (cont'd):

Outdoor Recreation Group:

Ontario Geological Survey (cont'd):

Fisheries Branch:

Accessibility Open file.
Address enquiries to Mr. R.C.
Owen, Geo-Services Section,
telephone 965-6139 or 965-2409.

Key Numerical code
Size 30,000
Storage Paper file
Retention Indefinitely

13 Mineral Deposit Records

Objective To provide
geoscientists, management and
industry with concise,
rapid-retrievable information on
mineral deposits.

Content For individual deposits
and mineral occurrences,
information on location, geology
and mineralization, economic
features such as reserves and
production, history of
development and ownership and
references to reports and maps.

Accessibility Open file.
Address enquiries to Mr. R.
Owen, Exploration Data
Depository Officer, Geoscience
Data Centre, telephone 965-6139.

Key Manual files are filed
geographically by territorial
districts and geographic
townships
Size Under development
Manual files: present size
5,000, ultimate size approx.
10,000
Computer based files: present
size 1,000 deposits
Storage Paper file, magnetic
tape
Retention Indefinitely

14 Commercial Fisheries (Equipment,
Boats and Shore Installations)

Objective To provide data for
commercial Fish Economic Survey.

Content Data on equipment, boats
and shore installations of
Commercial Fisheries.

Accessibility Open file.
Address enquiries to Mr. J.W.
Rousom, Supervisor, telephone
965-3345.

Key Equipment
Size 2,000
Storage Punch card, magnetic
tape
Retention Not determined

15 Commercial Fishing Licence
Copies, Forms CF 96, CF 69 and CF
68 (Ref.: Schedule numbers 0332
and 0338)

Objective To provide management
with information on the
commercial fishing industry and
to verify the issue of a
licence.

Content Third copies of
Commercial Fishing Licence,
Licence to Preserve Bait-Fish
and Bait-Fish Dealer's Licence.

Accessibility Open file.
Address enquiries to J.W.
Rousom, Supervisor, telephone
965-3345.

Key Licence number
Size 4,000/year
Storage Paper file
Retention 5 years

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group (cont'd):**Fisheries Branch (cont'd):****16 Commercial Fishing Licence Record Books (Ref.: Schedule number 0345)**

Objective To provide historical and up-to-date information on licensing activities across the province.

Content Record books listing licence information on an area basis.

Accessibility Open file.
Address enquiries to J.W. Rousom, Supervisor, telephone 965-3345.

Key Licence area

Size 4 ledgers and 7 binders

Storage Paper file

Retention 20 years plus transfer to archives

17 Fish Culture Production and Costing System

Objective To provide a summary of stock on hand each month for the purpose of allocation and distribution of stocks to various districts.

To provide indicators of relative production efficiency.

To provide data for the preparation of a production cost analysis.

Content A monthly inventory of each lot of fish in each hatchery including number, weight and size of fish, amount of food fed, mortality, growth and food conversion.

Accessibility Open file.
Address enquiries to Miss Elaine White, Fish Culture Systems Specialist, telephone 965-7887.

Key Name of hatchery, lot code number

Size Not stated

Storage Data base

Retention Not decided, probably 2-3 years

18 Fish Stocking Records

Objective To provide data for the preparation of the annual fish distribution report and for purposes of management and evaluation of stocking success.

Content A record of all lakes and streams currently stocked with hatchery reared fish.

Accessibility Open file.
Address enquiries to Miss E. White, Fish Culture Systems Specialist, telephone 965-7887.

Key Waters stocked, county, species, hatchery

Size Not recorded

Storage Paper file- being converted to data base for current years

Retention 20 years

19 Lake Survey Summary Aquatic Habitat Inventory (Ref: Old form SF 133, New 1422)

Objective To provide information on the ecological characteristics of lakes as an aid to management and planning.

Content A collection of physical, chemical and biological data of lakes in Ontario.

Accessibility Open file.
Address enquiries to Mr. D.P. Dodge, Supervisor, Environmental Dynamics, telephone 965-7887.

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group (cont'd):

Fisheries Branch (cont'd):

Key Lake name
Size 7,000, increases by 800 annually
Storage Magnetic tape
Retention Indefinitely

20 Lake Record Cards - Commercial Fisheries (Ref.: Schedule number 0341)

Objective To document the number of licences issued for each inland lake and to provide historical information on fishing activity on these lakes.

Content Cards showing lake name and location, licensee names, licence numbers and gear licensed each year.

Accessibility Open file.
Address enquiries to J.W. Rousom, Supervisor, telephone 965-3345.

Key Lake name
Size 1,000 cards (approx.)
Storage Card file
Retention 15 years after each card is superseded

21 Licence and Catch Report Record Cards (Schedule number 0340)

Objective To verify licensing and the receipt of fishing reports.

Content Electrofile cards showing licensee's name, licence number, type of gear, fishing location and whether reports have been received.

Accessibility Open file.
Address enquiries to J.W. Rousom, Supervisor, telephone 965-3345.

Key Licensee name
Size 1,200 cards
Storage Cards in electrofile
Retention 10 years after each card is superseded

22 Stream Survey Summary Aquatic Habitat Inventory

Objective To provide information on the ecological characteristics of streams as an aid to management and planning.

Content A collection of physical, chemical and biological data on streams in Ontario.

Accessibility Open file.
Address enquiries to Dr. D.P. Dodge, Supervisor, Environmental Dynamics Section, telephone 965-7887.

Key Stream name, station number
Size 1,600
Storage Paper file
Retention Indefinitely

Provincial Parks Branch:

23 Ontario Provincial Park Statistics

Objective To provide data on Provincial Park use.

Content Generally, the statistics are presented as a total for provincial parks, then broken down into regions and individual parks.

1. Park statistics including:
area in acres, number of campsites, campsites occupied, percentage of occupancy broken down by week.

MINISTRY OF NATURAL RESOURCES

Outdoor Recreations Group (cont'd):**Provincial Parks Branch (cont'd):**

2. Park user statistics for campers including: number of vehicles, daily vehicle permits, annual vehicle permits, campsite permits, additional vehicle permits, campers, camper nights, average length of stay, average party size, camper origin, camper group type, age distribution, camper participation, visitor services contacts.
3. Park user statistics for day visitors including: number of visitors, day visitor group type, age distribution, participation in activities.
4. Interior park user statistics including: number of interior permits, campers, camper nights and watercraft.
5. Park Winter Use user statistics and winter use activities.
6. Wild River Parks and Nature Reserves: acreage
7. Park Properties list and acreage, other than Provincial Parks.
8. Ontario Park's Commission Statistics.

Accessibility Open file.
Address enquiries to Mr. B. Ryan, Operations Clerk, telephone 965-2745.

Key Ontario Provincial Park Statistics, park or region name
Size 126 provincial parks
Storage Paper file
Retention Indefinitely

24 Ontario Provincial Parks Enforcement Statistics

Objective To provide data on the occurrences of rowdyism in Provincial Parks.

Content The weekly summary of enforcement statistics are calculated for each park. Information includes: number of rowdyism occurrences, number of people involved, number of verbal warnings, number of persons evicted, number of charges laid, number of rowdyism complaints, MNR man-days on enforcement, and Ontario Provincial Police man-days on enforcement.

Accessibility Open file.
Address enquiries to Mr. D. Barrow, Operations officer, telephone 965-2745.

Key Park or region name
Size 126 provincial parks
Storage Paper file
Retention Indefinitely

25 Park Cost Study 1975-1976

Objective To provide data on provincial park costs.

Content Record of park operating and maintenance costs. Analysis of park cost data.

Accessibility Open file.
Address enquiries to Mr. J.G. Ker, Program Analyst, telephone 965-5661.

Key Park name
Size 65 provincial parks
Storage Paper file
Retention Indefinitely

Wildlife Branch :

26 Aerial Inventory of Moose

Objective To provide data for statistical analysis of the moose population

Content Records of flight conditions and observations of moose.

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group (cont'd):

Wildlife Branch (cont'd):

Accessibility Open file.
Address enquiries to Dr. R.A.
Stefanski, Biologist, telephone
965-4251.

Key Mercator Grid Code, Wildlife
Management Unit
Size 500
Storage Magnetic tape
Retention Indefinitely

**27 Bear Hunter and Harvest Data
(Resident and Non-Resident)**

Objective To provide data for
bear management in Ontario.

Content Results of mail survey
questionnaire.

Accessibility Open file.
Address enquiries to Mr. J.M.
Barbowski, Biometrician,
telephone 965-7054.

Key MNR District
Size About 1,500 annually (dates
to 1971)
Storage Magnetic tape
Retention Indefinitely

28 Beaver Population Dynamics

Objective To provide data for
beaver management relative to
harvest potential.

Content The productivity,
mortality and density of the
beaver population.

Accessibility Open file.
Address enquiries to Mr. M.
Novak, Supervisor, telephone
965-3345.

Key Specimen number and exact
map location
Size 15,000
Storage Paper file
Retention Indefinitely

**29 Big Game Killed by Means Other
Than Legal Hunting**

Objective To provide an
independent means of assessing
changes in game populations and
of assessing natural mortality.

Content Data on big game killed
by means other than legal
hunting and the reproductive
rates of animals killed.

Accessibility Open file.
Address enquiries to J.M.
Barbowski, Biometrician,
telephone 965-7054.

Key MNR District, Wildlife
Management Unit
Size 1,500 annually
Storage Magnetic tape
Retention Indefinitely

**30 Deer Hunter and Harvest Data
(Resident and Non-Resident)**

Objective To provide data for
deer management in Ontario.

Content Results of mail survey
questionnaire. Data are
available from 1969.

Accessibility Open file.
Address enquiries to Mr. J.M.
Barbowski, Biometrician,
telephone 965-7054.

Key MNR District
Size 10,000 annually (approx.)
Storage Magnetic tape
Retention Indefinitely

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group (cont'd):

Accessibility Open file.

Address enquiries to J.A.

Wildlife Branch (cont'd):

Shannon, Biologist, telephone 965-4251.

31 District Waterfowl Banding Report

Key None

Objective To provide reference data concerning waterfowl banding.

Size 75-100 annually

Storage Paper file

Retention 10 years

Content The number and species of waterfowl live - trapped and banded at various locations in each district.

Accessibility Open file.

Address enquiries to Dr. R.M. Alison, Biologist, Wildlife Management Section, telephone 965-4251.

Key None

Size 18

Storage Paper file

Retention 5 years

33 Predator Control

Objective To provide data for predator management.

Content Data on investigations of predation (wildlife) on domestic stock and game populations.

Accessibility Open file.

Address inquiries to J.A.

Shannon, Biologist, telephone 965-4251.

32 Moose Hunter and Harvest Data (Resident and Non-Resident)

Key None

Size 75-100 annually

Storage Paper file

Retention 10 years

Objective To provide data for moose management in Ontario

Content Results of mail survey questionnaire. Data are available from 1969.

Accessibility Open file.

Address enquiries to Mr. J.M. Barbowski, Biometrician, telephone 965-7054.

Key MNR region

Size 10,000 annually (approx.)

Storage Magnetic tape

Retention Indefinitely

Accessibility Open file.

Address enquiries to J.A.

Shannon, Biologist, telephone 965-4251.

Key None

Size 75-100 annually

Storage Paper file

Retention 10 years

34 Snow Cover Records

Objective To provide snow cover data that can be correlated with and eventually be used to predict survival of game animals.

Content Measurements of snow depth and crust conditions taken weekly at approximately 100 OMNR stations across the province from 1952-53 to the present along with freeze-up and break-up dates of reference lakes.

Accessibility Open file.

Address enquiries to Mr. R.L. Hepburn, telephone 832-2761.

Key MNR district, station designation.

Size 60,000

Storage Paper files

Retention Indefinitely

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group (cont'd):

Wildlife Branch (cont'd):

35 Small Game Hunter and Harvest Data (Resident and Non-Resident)

Objective To provide data for small game management.

Content Results of mail survey questionnaire.

Accessibility Open file.
Address enquiries to Mr. J.M. Barowski, Biometrician, telephone 965-7054.

Key MNR region
Size Varies by survey year
Storage Magnetic tape
Retention Indefinitely

36 Summer Grouse Observations

Objective To provide data to follow trends in ruffed grouse populations and to predict availability of ruffed grouse on an annual basis.

Content Data on the grouse observed per mile of vehicle travel.

Accessibility Open file.
Address enquiries to J. Harkus, Biologist, telephone 965-4251.

Key None
Size 49
Storage Paper file and computer cards
Retention Indefinitely

37 Summer Hunting and Harvest Data (Resident and Non-Resident)

Objective To provide data for small game management

Content Results of mail survey questionnaires.

Accessibility Open file.
Address enquiries to Mr. J.M. Barowski, Biometrician, telephone 965-7054.

Key MNR District
Size Varies by survey year
Storage Magnetic tape
Retention Indefinitely

38 Waterfowl Census

Objective To provide Ontario's contribution to Atlantic Water Fowl Flyway.

Content The census figures for various species of waterfowl overwintering in Ontario waters of the Great Lakes and connecting waters.

Accessibility Open file.
Address enquiries to Dr. R.M. Alison, Biologist, Wildlife Management Section, telephone 965-4251.

Key Species and location
Size 15
Storage Paper file
Retention Indefinitely

MINISTRY OF NATURAL RESOURCES

Policy Coordination Secretariat :

39 Ontario Recreation Supply Inventory

Objective To develop and maintain a comprehensive inventory of recreational facilities and resources within the province, as well as estimates of the recreational opportunities that these facilities and resources provide.

Content Detailed questionnaire data on physical description, fee schedules, ownership, type of use, and associated amenities of facilities for 18 major outdoor recreation activities such as camping, boating and trail activities, as well as for commercial accommodation, for Ontario south of French-Mattawa Rivers.

Accessibility Open file. Address enquiries to the appropriate Regional and District offices in southern Ontario.

Key County, township and administrative unit number

Size 50,000 questionnaires (15,000 administrative units)

Storage Magnetic tape; Mark IV File Management System

Retention Indefinitely, with annual updating.

Content Over 1,000 data variables on participation in up to 73 different activities, recreational trips, the use of free time, preferences for activities and trips, and demographic characteristics.

Accessibility Open file. Access by the public is obtained through the Institute of Behavioural Research, York University, or Leisure Studies Data Bank, University of Waterloo.

Key Recreation participation, activity.

Size 10,232 cases x 2080 bytes

Storage Magnetic tape

Retention Indefinitely.

40 Ontario Recreation Survey, 1973-1974

Objective To provide data on the tourism and recreational behaviour of Ontario residents for the use of developing or evaluating the Outdoor Recreation program; to provide the integrated data base required for the detailed analysis of the complexities of tourism and recreational behaviour.

MINISTRY OF THE SOLICITOR GENERAL

Ontario Police Commission:**Supervision of Police Forces Program:****01 Police Administration Statistics**

Objective To provide data for the maintenance of a system of statistical records for the purpose of aiding the police forces in Ontario.

Content Statistics concerning municipalities having a police force.

Accessibility Open file.
Address enquiries to Mr. G.W. Mullen, Executive Officer, telephone 965-6071.

Key Name and address

Size 207

Storage Paper file, "See-Fax" card

Retention 3 years

Ontario Provincial Police Program:**Management Division :****02 Uniform Crime Report - Criminal Occurrences**

Objective To supply statistics to Statistics Canada re: criminal occurrences and to provide crime information to O.P.P. administration.

Content Forms LE28A and Statistics Canada Forms "C" which record by month for each O.P.P. detachment:

1. number of reported and actual offences
2. offences cleared and how cleared
3. sex and age group of offenders charged (these offences are against Criminal Code of Canada, other federal laws, provincial statutes and municipal by-laws within O.P.P. jurisdiction).

Accessibility Open file.

Address enquiries to S/Supt.

A.N. Chaddock, Director, Planning and Research, telephone 965-2542.

Key None

Size 2,400 forms per year
50,000 computer tape records per year

Storage Paper file, computer tape

Retention 1 calendar year plus the current year for original forms. Not determined for tapes

03 Uniform Crime Reporting - Police Administration Statistics

Objective To provide data for input to Statistics Canada statistics and O.P.P. annual report.

Content Records in:

1. area policed and population
2. transport in use
3. full-time personnel complement
4. number of occurrences re: missing persons, drownings and auto thefts.

Accessibility Open file.

Address enquiries to S/Supt.

A.N. Chaddock, Director, Planning and Research, telephone 965-2542.

Key None

Size Not available

Storage Paper file

Retention Not decided

MINISTRY OF THE SOLICITOR GENERAL

Ontario Provincial Police Program

(cont'd):

Management Division (cont'd):**04 Uniform Crime Reporting - Traffic Occurrences**

Objective To supply statistics to Statistics Canada re: traffic accidents and offences.

Content Statistics Canada Form "T" recording by district for each month:

1. number of traffic offences reported and actual
2. offences cleared and how cleared
3. sex and age group of offenders (offences re: Criminal Code of Canada, other federal laws, Ontario Highway Act, other provincial acts, and municipal by-laws, within O.P.P. jurisdiction).

Accessibility Open file.

Address enquiries to S/Supt.

A.N. Chaddock, Director,
Planning and Research, telephone
965-2542.

Key None

Size 30 forms per month

Storage Paper file

Retention 2 years

Public Safety Division Program :**Centre of Forensic Sciences :****05 Breathalyzer Statistics**

Objective To provide data on:

1. location of tests
2. number of interviews
3. number of refusals
4. number of tests
5. number charged
6. number not charged (low reading)

Content Annual report of breathalyzer programme.

Accessibility Open file.

Address enquiries to Mr. D.M.
Lucas, Director, telephone
965-2561.

Key Force interviewing, location and results

Size Not stated

Storage Paper file

Retention 25 years

06 Monthly Report of Cases

Objective To provide data on:

1. frequency of offenses broken down geographically
2. numerical count of offenses against the criminal code
3. court appearances at various levels
4. workload in terms of exhibits submitted for examination.

Content Monthly-annual reports of cases, their place of origin, type, number of exhibits and court appearances.

Accessibility Open file.

Address enquiries to Mr. D.M.
Lucas, Director, telephone
965-2561.

Key Type of case, place of origin, number of exhibits and court appearances

Size Not stated

Storage Paper file

Retention 5 years

Chief Coroner's Office :**07 Coroners Investigation File,
Coroners Inquest File**

Objective To provide statistical data by main heading and sub-heading cause of death.

Content

1. Post Mortem Report
2. Laboratory Reports
3. Medical Certificate of Death
4. Police Report
5. Coroners Investigation Statement
6. Coroners Inquest Statement (if inquest held)
7. General Correspondence relating to death
8. Verdict of Coroner's Jury.

MINISTRY OF THE SOLICITOR GENERAL

Public Safety Division Program
(cont'd):

Chief Coroner's Office (cont'd):

Accessibility Open file, after
inquest is held. Address
enquiries to Mr. E.L. Martin,
Office Manager, telephone
965-6678.

Key Numerical code, card index

Size 29,000 annually

Storage Paper file

Retention Maintained in files
for 3 fiscal years

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

**Communications Division
(Communications Policy Branch):****01 Census (CENSUS module)**

Objective To permit wide flexibility in definition of areas for determination of signal availability and service provision of independent telephone companies in Ontario. To permit analysis of demographics of broadcast viewers and cable and independent telephone company subscribers.

Content This module which is under development contains: 1976 census demographic data at enumeration area level; signals receivable at the centroid of each EA (both off-air and via cable); and, independent telephone company franchised for each respective EA.

Accessibility Open file. Address enquiries to Mr. N. Spector, Manager, Policy Analysis & Coordination Office, telephone 248-3731.

Key County, ED, DA, station, independent telephone company, Statistics Canada CATV system code

Size 7.5 megabytes

Storage Disk and tape - System 2000 database with most demographic data loadable when required from tape

Retention Until new census data are available and the file has been updated

02 CRTC Decisions (CRTC module)

Objective To permit identification of all decisions of the federal regulatory commission, CRTC, dealing with broadcast and cable companies in Ontario.

Content Coded data on CRTC decisions.

Accessibility Open file. Address enquiries to Mr. N. Spector, telephone 248-3731.

Key Decision number, applicant name, location, decision subject.

Size 0.5 megabytes

Storage Disk - System 2000 database

Retention Perpetual updating

**Finance and Administration
(Financial Branch):****03 Expenditures on Highways by
County and District**

Objective To provide data on expenditures on highways for political, statistical and press releases by various jurisdictions.

Content Data on expenditures on highways by county and district.

Accessibility Open file. Address enquiries to Mr. A.W. Ferguson, telephone 248-3477.

Key Highway number and location

Size 1,000

Storage Magnetic tape

Retention Indefinitely

04 Material Price Index

Objective To provide data for planning and budgeting purposes.

Content A record of the price, quantity and type of material purchased by Ministry of Transportation and Communications from various suppliers.

Accessibility Open file. Address enquiries to Mr. A.W. Ferguson, telephone 248-3477.

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Finance and Administration (Financial Branch) (cont'd):

Key Purchase order number and type of material
Size 400
Storage Paper file
Retention 35 years

05 Tender Price Index

Objective To provide data for: cost estimates, budget purposes, comparing price trends with other provinces and signalling unusual price movements.

Content Data on prices, contract numbers, quantities and location of work performed by contractors on behalf of the Ministry of Transportation and Communications.

Accessibility Open file.
Address enquiries to Mr. A.W. Ferguson, telephone 248-3477.

Key Contract number and tender item
Size 500
Storage Paper file
Retention 35 years

06 Water Transportation Report - Operating Expenses of Ferry Boats

Objective To provide data to report to Statistics Canada the Ministry of Transportation and Communication's operating expenses for the various ferries; in compliance with Water Transportation Report, Statistics Act, Chapter 257.

Content The operating expenses of ferries under the Ministry of Transportation and Communications' jurisdiction.

Accessibility Open file.
Address enquiries to Mr. A.W. Ferguson, telephone 248-3477.

Key None
Size Not available
Storage Paper file
Retention Indefinitely

Operations (Highway Engineering Division):

Design and Construction Branch :

07 Hydrometric Records (HYMEDA) (Stream Flow Records)

Objective To provide surface water data for Ontario and for some boundary streams, which may be used: for hydrologic calculations; for derivation of flood magnitudes and frequencies; and, for flood frequency plots.

Content Description of station, name and location; maximum annual mean daily discharges; maximum annual instantaneous discharges; dates for 2 and 3. Time for 3; theoretical return frequency of flood for period on record for 2 and 3.

Accessibility Open file.
Address enquiries to Mr. J.D. Harris, Head, Hydrology Section, telephone 248-3723.

Key I.W.B. Gauging Station numbers. (Geographical location is included in the number).
Size 657 records comprising up to 1,000 fields each
Storage Magnetic tape
Retention Indefinitely

Engineering Materials Office :

08 Chloride Concentration in Structural Concrete

Objective Historic data retained for maintenance purposes

Content Chloride concentration in concrete at various depths in the concrete below the surface.

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Operations (Highway Engineering Division) (cont'd):**Engineering Materials Office (cont'd):**

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key At various structures and pavement locations in the province.
Size 300 structures
Storage Paper file
Retention Indefinitely

09 Construction Information System (Concrete)

Objective Historic for maintenance purposes

Content Strength test results on the plastic and hardened concrete.

Accessibility Open file.
Address enquiries to Mr. G.A. Wrong, Head, Pavement Design & Management, telephone 248-3255.

Key Contracts containing concrete in the Province.
Size 2,500 contracts, 300,000 samples
Storage Magnetic tape, punch cards and file
Retention Life of structure, approx. 40 years

10 Ferrous Hydroxide Concentration - Half Cell Voltage Reading

Objective Historic for maintenance purposes.

Content Half cell readings of the voltage in concrete at a certain date.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key Various structures in the Province
Size 200 structures
Storage File
Retention Indefinitely

11 Geotechnical Cross Reference and Retrieval System (Geocres)

Objective To provide subsoil, bedrock and ground-water information within the Province of Ontario for government agencies, civil engineering and geological consultants, contractors, institutions of learning and the general public and to serve archive purposes.

Content The results of all the foundations subsoil investigations carried out between 1954 and the current year by the Ministry or by consultants directly or indirectly for the Ministry. The locations of the investigations are marked on detailed maps. Reports and soil data may be viewed by a microfiche reader.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key Geographical locations, work order, project, contract, district, site and highway numbers

Size 3,500
Storage Paper file, microfiches, cross-index computer printouts
Retention Indefinitely

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Operations (Highway Engineering Division) (cont'd):

Engineering Materials Office (cont'd):

12 Asphalt Plant Extraction Check Results (1961-1978)

Objective Long term performance study

Content Type of mix; tests performed on the mix and materials; sources of materials.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key Contract number, location
Size 70,000 records
Storage Paper file, computer
Retention Indefinitely

13 Mays Meter

Objective To conduct road roughness survey of highways by region as requested.

Content Roughness readings in inches per mile as given by Mays Meter. Surveys are of old highways before resurfacing and newly constructed or resurfaced highways. Results are summarized by contract, location, average inches per mile and standard deviation.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, Manager, Engineering Materials Office, telephone 248-3987.

Key Geographical location, highway number
Size 1,000 records
Storage Paper file
Retention Indefinitely

14 Mineral Aggregate Inventory

Objective To assess the suitability of aggregates for Ministry contracts.

Content Location, quantity and quality of aggregates, results of physical, chemical and petrographic tests, history of past usage of aggregates.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key Source number, geographical location
Size 15,000 sources
Storage Paper file, militia maps
Retention Indefinitely

15 M.T.C. Water Supply Inventory

Objective To assess need and efficiency of domes and to monitor salt contamination level in well water.

Content Well drilling record, salt and other mineral content of water. Readings have been taken twice yearly since 1967.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key Ministry district, well number, geographical location
Size Data on 300 wells
Storage Paper file
Retention Indefinitely

16 Pavement Management Feedback and Information System (PAMFIS)

Objective To provide feedback information on design, construction, maintenance and performance of various pavement structures built within Ontario's King's and Secondary Highways systems.

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Operations (Highway Engineering Division) (cont'd):

Engineering Materials Office (cont'd):

Content Information on basic pavement design elements, construction, materials and subsequent history of pavement performance and behaviour. New reconstruction and resurfacing projects are added to the file every year.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key Contract number, Highway number

Size 1,300 contracts

Storage Computer disk and magnetic tape

Retention Indefinitely

Ontario Telephone Service Commission:

17 Telephone Systems Annual Reports and Statistics Canada Reports

Objective To provide information on the operation of independent telephone systems in Ontario.

Content Financial information on the operation and statistics on the number of telephones in the independent telephone systems.

Accessibility Open file.
Address enquiries to Mr. R.E. Foote, Research Officer, Ontario Telephone Services Commission, telephone 248-3831.

Key Name of telephone system

Size 36 telephone systems

Storage Paper file

Retention 8 years

Planning, Research and Development (Municipal/Provincial Transportation Branch):

Municipal Roads Office:

18 Municipal Data Bank

Objective Production of existing information to future years.

Content Description of bridges, roads and transit systems for each town and city over 5,000 in population.

Accessibility Open file.
Address enquiries to Mr. John Moffat, Manager, Municipal Roads Office, telephone 248-3621.

Key Municipality

Size Number of municipalities over 5,000 in population

Storage Hard copy, magnetic tape

Retention Indefinitely

19 Municipal Roads and Streets Mileage Reports

Objective To provide data on municipal roads and streets for statistical and subsidy purposes.

Content Breakdown of municipal road mileages annually compiled by Ministry Districts, county, jurisdiction, surface type, number of lanes (1969-1977).

Accessibility Open file.
Address enquiries to Mr. John Moffat, Manager, Municipal Roads Office, telephone 248-3621.

Key Name, location, year

Size 7,000

Storage Paper file

Retention Indefinitely

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

**Planning, Research and Development
(Municipal/Provincial Transportation
Branch)** (cont'd):

Provincial Roads Planning Office

20 Highway Inventory Counts

Objective Input to highway planning

Content Hourly volumes, daily volumes, average week day traffic, average daily traffic, directional splits, design hour volume, sectional pattern, average annual daily traffic, summer average daily traffic, summer average weekday traffic, winter average daily traffic.

Accessibility Open file.
Address enquiries to Mr. P.T. Froggatt, telephone 248-3066.

Key Hourly counts
Size Not available
Storage Hard copy
Retention Indefinitely

21 Permanent Counting Station Counts

Objective Input to highway planning.

Content Hourly volumes, daily volumes, monthly A.D.T. and A.W.T. 30th highest hourly volume, AADT, SADT, SAWDT, WADT, monthly variation factors, bi-weekly adjustment factors, highest hourly and daily volumes in a month, lane distribution, and directional split.

Accessibility Open file.
Address enquiries to Mr. P.T. Froggatt, telephone 248-3066.

Key 15 minute and hourly counts
Size 22 locations
Storage Hard copy; magnetic tape
Retention Indefinitely

22 Plots of Performance Indicators

Objective Summary of yearly programs

Content Kings highways and secondary highways, miles of road, vehicle miles of travel.

Accessibility Open file.
Address enquiries to Mr. P.T. Froggatt, telephone 248-3066.

Key Ministry districts and regions
Size Not available
Storage Hard copy
Retention Indefinitely

**Planning Research and Development
(Planning Division):**

**Urban and Regional Transportation
Planning Office:**

23 Census Place of Work Data 1971

Objective To provide place of work and of residence data within Toronto Area Regional Model Study (TARMS) Area.

Content 1971 Census flow of employed labour force between place of work and place of residence within Toronto CMA, Hamilton CMA and Oshawa CA by census tracts.

Accessibility Open file.
Address enquiries to Mr. V.C. Ma, Head, Transportation Demand and Policy Analysis, telephone 248-3795.

Key 1971 Census Tracts, maps and list
Size 650 zones
Storage Computer tape and list
Retention Indefinitely

MINISTRY OF TREASURY AND ECONOMICS

In this section files are classified as confidential where:

The individual data are collected under the Federal and Provincial Statistics Acts.

Special arrangements exist with Statistics Canada which limit data release.

Individual data are collected with the understanding that they shall be held confidential.

The release of data from a restricted file requires authorization by a responsible Officer of the Branch operating the file. The specific nature of the restrictions will be explained on request.

In practice, these restrictions rarely present obstacles to the supply of useful data.

Central Statistical Services:

01 Census of Manufactures: County - Major Industry Group Data, 1967-1976

Objective To provide the Ministry of Treasury and Economics with manufacturing statistics for economic analysis and policy formulation.

To facilitate analysis of aggregate county level data in accordance with the needs of Ontario Government Ministries and the public.

Content Data for each major group within county consisting of: number of establishments, number of male employees, number of female employees, salary and wages value added (manufacturing), value added per employee and wages and salaries per employee.

Accessibility Confidential file.
Address enquiries to Data Management, telephone 965-7078.

Key Census year, County and Major Industry Group
Size 12,000 records
Storage Magnetic tapes
Retention 12 years

02 Census of Manufactures, Energy Consumption, 1971-1976

Objective To provide the Ministry of Treasury and Economics with manufacturing statistics for economic analysis and policy formulation.

To supply aggregated data to other Ontario Government Ministries and the public.

Content Energy statistics commodities carried in the Fuel and Electricity section of the Census of Manufactures Questionnaires by industry. Annual publication: Consumption of Fuel and Electricity by Ontario Manufacturing Industries.

Accessibility Confidential file.
Address enquiries to Data Management, telephone 965-7078.

Key Commodity name and standard Industrial Classification
Size 6,800 records per year
Storage Magnetic tapes
Retention 12 years

MINISTRY OF TREASURY AND ECONOMICS

Central Statistical Services
(cont'd):

**03 Census of Manufactures,
Establishment Data, 1967-1976**

Objective To provide the Ministry of Treasury and Economics with manufacturing statistics for economic analysis and policy formulation.

To supply aggregated data to other Ontario Government Ministries and the public.

Content Data for each establishment classified by industry, geographical location, type of organization and establishment size for Ontario. The statistics include inventories, fuel and electricity consumed by commodity, materials and supplies used, shipments, production, employment, payroll, hours worked, hours paid.

Accessibility Confidential file. Address enquiries to Data Management, telephone 965-7078.

Key 1967 to 1972: Standard Industrial Classification (SIC), geographical and Establishment codes 1973 to 1976: SIC and Record Serial Number

Size 13,000 records per year

Storage Paper file, magnetic tapes

Retention 12 years

**04 Census of Manufactures,
Establishment Description,
1970-1976**

Objective To generate selected and sorted listings and labels of Ontario Establishments reporting in the Census of Manufactures, for mailout purposes and for assistance in analysis.

Content Names and address of establishments, classified by industry, geographical location, change in establishment status (e.g. by amalgamation or by industry transfer) and in some cases, by employment size range and type of ownership (Canadian or foreign owned). Generated in alphabetical, geographical or industry sequences.

Accessibility Files are initially confidential although special arrangements exist to facilitate release of data within the government for restricted use by specific branches. When all establishment data are validated for a given census year, then the basic establishment description information (except Head Offices) becomes non-confidential. Address enquiries to Data Management, telephone 965-7078.

Key Record Serial Number
Size 16,000 records per year
Storage Magnetic tapes, computer printouts
Retention 12 years

**05 Census of Manufactures,
Manufactured Commodities
1971-1976**

Objective To provide the Ministry of Treasury and Economics with manufacturing statistics for economic analysis and policy formulation.

To supply aggregated data to other Ontario Government Ministries and the public.

Content

1. Output commodity statistics (quantities and values) for all Ontario.
2. Output commodities, by establishment for Ontario. Each record is classified for geographical location (by Municipality, Planning Region and Metropolitan area codes and industry).

MINISTRY OF TREASURY AND ECONOMICS

Central Statistical Services
(cont'd):

Accessibility Confidential file.
Address enquiries to Data
Management, telephone 965-7078.

Key 1. Standard Industrial
Commodity Classification (ICC)
2. Record Serial Number (RSN)

Size 1,750 records per year for
ICC
33,000 records per year for
RSN

Storage Magnetic tapes
Retention 12 years

**06 Census of Manufactures Multi-Year
Establishment Level File of
Ontario Manufacturing Statistics
(OMEFOMS), 1971-1976**

Objective To provide the
Ministry of Treasury and
Economics with manufacturing
statistics for economic analysis
and policy formulation.

To facilitate analysis of Census
of Manufactures data at various
levels of aggregation in
accordance with the needs of
Ontario Government Ministries
and the public.

Content (1971-1975) Data for
each establishment are provided,
including: standard industrial
classification, county-municipality code,
Planning Region codes, type of
organization code, value of
shipments, value added, number
of production workers, number of
salaried employees (male and
female), production wages, total
salaries, total cost of fuel and
electricity consumed, cost of
manufacturing materials. 1976
establishment data reported on
short forms are combined into
cells of 3 to 7 establishment
units, this individual short
form establishment data is not
available.

Accessibility Confidential file.
Address enquiries to Data
Management, telephone 965-7078.

Key Census year, Record Serial
Number

Size 75,000 records

Storage Magnetic tapes

Retention 12 years

**07 Census of Manufactures, New
Establishment File 1966-1975**

Objective To provide the
Ministry of Treasury and
Economics with manufacturing
statistics for economic analysis
and policy formulation.

To supply aggregated data to
other Ontario Government
Ministries and the public.

Content Establishment level
information. In addition to the
principal statistics each record
indicates the age of each
establishment and its status
(active or discontinued). The
file is designed to facilitate
the inclusion of new data as
they become available.

Accessibility Confidential file.
Address enquiries to Data
Management, telephone 965-7078.

Key Year of operation, Record
Serial Number

Size 6,000 records

Storage Magnetic tapes

Retention 12 years

**08 Census of Manufactures Principal
Statistics 1949-1976**

Objective To provide the
Ministry of Treasury and
Economics with manufacturing
statistics for economic analysis
and policy formulation.

To supply aggregated data to
other Ontario Government
Ministries and the public.

MINISTRY OF TREASURY AND ECONOMICS

Central Statistical Services
(cont'd):**Content**

1. (1961-1976) Industry level principal statistics for Canada and for each province.
2. (1949-1961) Major industry group level principal statistics for Canada and for each province.
3. (1961-1976) Industry level principal statistics for Ontario.

Accessibility 1. and 2. - Open files. 3. - Confidential file.
Address enquiries to Data Management, telephone 965-7078.

Key 1. Census Year and SIC
 2. Census Year and Major Industry Group
 3. Census year and SIC

Size 1. 58,500 records
 2. 4,100 records
 3. 3,500 records

Storage Magnetic tapes

Retention 12 years

09 Census of Population and Housing

Objective To provide data to government researchers, policy planners, and the public.

Content Preplanned tabulations in the subject matter areas of Demography, Family, Households, Housing, Schooling, Income, Labour Force, Immigration/migration and Intra area travel. Data are available for the census years 1961, 1971, and 1976.

Accessibility Open file.
Address enquiries to Data Management, telephone 965-7078.

Key Year, Geographic Code
Size 15,000 records per file (approx.)

Storage Microfilm (1971), Microfiche (1976) and tapes

Retention Indefinitely

10 Credit Union Mailing Address

Objective To provide current mailing address of each credit union and caisse populaire chartered in Ontario for:

1. Conduct of Quarterly Financial Statistical Survey by C.S.S.
2. Conduct of Survey by Credit Unions Branch, Ministry of Consumer and Commercial Relations, for annual reporting required under The Credit Unions and Caisses Populaires Act, SO 1976.

Content Complete current mailing address of each credit union and caisse populaire business office or Treasurer/Manager, including charter member, type, fiscal year-end; name of credit union or caisse populaire; name of Treasurer/Manager; street and municipality; and, postal code.

Accessibility Restricted file.
Address enquiries to Mr. A.W. MacKinnon, Survey Statistician, Surveys and Advisory Services, telephone 965-3792.

Key Charter Number

Size 1,150 records (credit unions and caisses populaires)

Storage Punch card, magnetic tape

Retention Indefinitely

11 Credit Unions, Quarterly Financial Survey, Ontario

Objective To provide statistical data for:

1. Administration of The Credit Unions and Caisses Populaires Act, SO 1976.
2. Economic analysis by Ministry of Treasury and Economics.
3. Statistical growth and risk analysis by OSD/C, OCUL, and CUNA.

MINISTRY OF TREASURY AND ECONOMICS

Central Statistical Services
(cont'd):

Content Quarterly financial data on active Credit Unions in Ontario, including:

1. Assets, liabilities
2. Member's equity
3. Income and expenditures
4. Reserve accounts, surplus account
5. New loans issued by purpose of loan
6. Rates of interest charged and paid
7. Non-financial data (memberships, branches, staff services, purpose of loan, etc.)

Accessibility Open file.
Address enquiries to Mr. A.W. MacKinnon, Survey Statistician, Surveys and Advisory Services, telephone 965-3792.

Key Charter number
Size 1,150 records (credit unions and caisses populaires)
Storage Questionnaire, punch card, magnetic tape
Retention 3 to 5 years for questionnaires and punch cards; magnetic tape - indefinitely

12 Driver Licence Transfers

Objective To obtain information on internal migration.

Content Old and new municipalities of drivers reporting address changes, by age and sex. No personal identifiers. Data are available for calendar years 1975 and 1976 and for June 1, 1976 to May 31, 1977 and June 1, 1977 to May 31, 1978.

Accessibility Open file.
Address enquiries to Dr. J. Singh, Social and Economic Data, telephone 965-2217.

Key Municipality
Size One million
Storage Magnetic tape
Retention 5 years

13 Population Projections

Objective To provide estimates of future population for planning purposes.

Content For each projection year, numbers of persons by age, sex and county. Data are available for 1976-2001.

Accessibility Open file.
Address enquiries to Mr. G. Kozab, Dataline, telephone 964-9515, or Mr. C. Tappenden, Social and Economic Data, telephone 965-2217.

Key County
Size 1,560,000 elements
Storage Computer file
Retention Projections are updated every 5 years, following the Census of Population of Canada

14 Quarterly Ontario Economic Accounts

Objective To provide data on aggregate production, income and expenditure in Ontario for planning and policy analysis purposes.

Content Estimates of gross provincial product, gross provincial expenditure, personal income and their main components. Data are quarterly, for the period 1947-1976.

Accessibility Open file.
Address enquiries to Mr. G. Kozab, Dataline, telephone 964-9515, or Mr. C. Tappenden, Social and Economic Data, telephone 965-2217.

MINISTRY OF TREASURY AND ECONOMICS

Central Statistical Services
(cont'd):

Key Item Number
Size 4,800 elements
Storage Computer file
Retention Data are updated and revised annually

15 Revenue Enumeration Data

Objective To obtain annual estimates of population by municipality and county.

Content For each residential property: number of occupants by age and sex, type of occupancy, religion, school support, citizenship, county and municipality. No individual person or property identifiers. Data is as of December, 1977.

Accessibility Open file.
Address enquiries to Dr. J. Singh, Social and Economic Data, telephone 965-2217.

Key Municipality
Size 8,000,000
Storage Magnetic tape
Retention 10 years

16 Vital Statistics

Objective To obtain data on births, deaths and marriages for population projection purposes.

Content Vital statistics.
Births by sex of infant, age of mother, residency, order of birth, place of birth. Deaths by age and sex, cause, residency, place of death. Marriages by age of each partner, first or other marriage and residency of each partner. Data are available for the years 1951-1975.

Accessibility Open file.
Address enquiries to Dr. J. Singh, Social and Economic Data, telephone 965-2217.

Key Municipality
Size 250,000 records per year
Storage Magnetic tape
Retention Indefinitely

Fiscal Policy Division:

Intergovernmental Finance and Grants Policy Branch:

17 Municipal Grants Population

Objective To maintain an accurate (machine readable) historical record of municipal grants population for Ontario unconditional grant purposes.

Content Municipal Grants Population, 1973-present.

Accessibility Open file.
Address enquiries to Mr. V. Milek, telephone 965-3505.

Key Municipal code
Size 900 records annually (approx.)
Storage Magnetic tape, paper file
Retention 10 years, local; 10 years, Records Centre

18 Ontario Unconditional Grants

Objective To maintain an accurate (machine readable) historical record of Ontario Assistance to Local Governments in the form of unconditional grant entitlements.

Content Unconditional grant entitlements: Resource Equalization; General Support; Northern Ontario Special Support; Per Capita, General; Per Capita, Police; Per Capita, Density. Data are available from 1967.
1967 - 1972 per capita grants data are also available.

MINISTRY OF TREASURY AND ECONOMICS

Fiscal Policy Division (cont'd):**Intergovernmental Finance and Grants
Policy Branch (cont'd):**

Accessibility Open file.
Address enquiries to Mr. V.
Milek, telephone 965-3505.

Key Municipal code

Size 900 records annually
(approx.)

Storage Magnetic tape and paper
file. Prior to 1973, paper file
only

Retention 10 years, local; 10
years, Records Centre

Summaries of revenue fund,
capital fund, long term
liabilities, long term debt
charges, demographic data, tax
collection record, etc.

Accessibility Open file.

Address enquiries to Mr. H.R.
Regush, Senior Policy Advisor,
telephone 965-1074.

Key Municipality name

Size 835 in 1976. Varies

Storage Paper file

Retention Indefinitely

19 Per Capita Grants Register

Objective To determine the
population base and to calculate
per capita grants paid to
municipalities.

Content Population and
calculations of per capita
and policing grants paid to
municipalities.

Accessibility Open file.
Address enquiries to Mr. V.
Milek, telephone 965-3505.

Key Name of municipality

Size 1,000

Storage Magnetic tape and paper
file. Prior to 1973, paper file
only

Retention 10 years

21 Grants Register

Objective To provide a list of
provincial grants received by
each municipality in Ontario.

Content A list of municipalities
with the provincial grants
received by each.

Accessibility Open file.

Address enquiries to Mr. H.R.
Regush, Senior Policy Advisor,
telephone 965-1074.

Key Municipality name

Size Varies

Storage Paper file

Retention Indefinitely

Municipal Finance Branch:**20 Financial Statements of
Municipalities**

Objective To fulfill the
statutory requirement to file an
annual audited statement by each
municipality.

Content Audited financial
statement of each municipality.

22 Municipal Taxation Analysis Forms

Objective To provide municipal
taxation information.

Content Details of the annual
taxation levy (assessment, mill
rates, taxation and special
charges).

Accessibility Open file.

Address enquiries to Mr. H.R.
Regush, Senior Policy Advisor,
telephone 965-1074.

Key Municipality name

Size Varies

Storage Paper file

Retention 10 calendar years

MINISTRY OF TREASURY AND ECONOMICS

Fiscal Policy Division (cont'd):

Municipal Finance Branch (cont'd):

**23 Population of a Local
Municipality**

Objective To provide an analysis
of population by age groups.

Content Population of each local
municipality.

Annual Publication: "Municipal
Directory".

Accessibility Open file.
Address enquiries to Mr. H.R.
Regush, Senior Policy Advisor,
telephone 965-1074.

Key Municipality name
Size About 800. Varies
Storage Paper file
Retention Indefinitely

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Index of Statistical Files in the Ontario Government 1980



Ontario

Ministry of Central
Treasury and Statistical
Economics Services

Index of Statistical Files in the Ontario Government 1980



Ontario

Ministry of
Treasury and
Economics

Central
Statistical
Services

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PREFACE

This is the sixth annual edition of the Index of Statistical Files in the Ontario Government.

The Index is intended to serve information officers, researchers and persons who need statistical and related information from within the Ontario Government.

We wish to thank the ministries and agencies whose files are listed here, for their co-operation and help in assembling information for the catalogue.

Pages ii through iv should be read before using the catalogue.

September 1980
Central Statistical Services

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INTRODUCTION

This year's issue follows the improved layout, standards and publication economy of last year's publication, in compliance with user reaction to the new style.

The data continue to be refined. In some cases more information has been made available or the text has been condensed; in others, material that was redundant or out of date has been deleted. Each file listing has been perused, and amended where necessary, to be in keeping with changes that have taken place since 1978-9.

The following explanatory remarks are made to clarify the approaches adopted in this issue of the Catalogue, and to provide general information for the user:

Standard Format

Most file listings follow a standard format for the purpose of styling. However, in some cases the format has had to be altered to accommodate special conditions. In some cases ministries have prefaced their material by comments which are relevant only to their information.

Data Release

In most cases files are designated as "Open" which means that there are no confidentiality requirements imposed on the data. In the cases where files are "restricted" or "confidential" useful data release is usually possible. Enquiries should be made directly to the relevant Ministry staff.

Definitional information is given where necessary with the relevant Ministry File Listings.

TERMS USED IN THIS CATALOGUE

A **Statistical File**, defined for the purpose of this publication, is any file which contains statistical data (as described below) or, is a numerically accurate derivative from such a file; and, contains data which are relevant to the results of and progress of programs and activities in the Government of Ontario. In some cases a file, while not qualifying as a statistical file by the preceding definition, will qualify for this publication by providing numeric or classifiable data in some detail for an arbitrary, or non-representative sample of units in the population. In such cases, because the data are potentially useful for carrying out statistical studies on groups of units within the total population (e.g. a group classified by size or by geographic region), the file is classified as a statistical file.

The term **File Listing** relates to the description provided herein for a statistical file or for a related group of such files. In some cases a file listing will describe a data processing facility using input statistics and having capabilities for producing end reports containing numerical or other statistical data. Each file listing is listed within the relevant ministry and the appropriate part of that ministry and, supplies the following information: a file listing serial number (within ministry); listing name and, when available, ministry reference identification; objective; content; accessibility; key; size; storage; and, retention.

A description of these terms is given below.

Statistical Data are data:

which are numeric or, are capable of being ranked, classified or categorized (i.e. they are, or can be expressed in nominal, ordinal, interval or ratio scales); which conform with pertinent data standards; and which result from representative sampling procedures whenever data for a whole population are not collected.

Further, the method of data gathering should be expected to be appropriate for achieving reasonable recording consistency; in other words the date should be as free as possible from error which cannot be assessed or estimated.

The Listing Serial Number is a number assigned sequentially to File Listings, within each Ministry. This number with the Ministry Code is used to provide a unique reference identifier for each File Listing.

A Ministry Reference Identification is supplied with the File Listing Name whenever available. This is frequently the schedule number used in the Ministry Schedule showing status of file storage and disposition.

Objective describes the actual and expected uses for the file(s), or system data, which may be referenced through the File Listings.

The Content entry provides information on the data content of the file(s) and, where relevant, a description of systems processing capability. The purpose is to provide the reader with some understanding of the data which may be acquired from the file(s) or system(s) listed. Names of relevant publications are also given under this heading.

The Accessibility of data is affected by its confidentiality status and by the necessary data processing or records handling required to service and enquiry.

Key lists the names of the main identifier(s) used in referencing specific records or parts of file(s). In some cases the key entry will comprise those data which are most often used for maintaining the file(s) records in sequence, that is, the main "Sort key".

A Record is a collection of related information about a particular subject - matter unit. For instance, the file on Population of a Local Municipality contains a record on each municipality. Collectively, these records form one file.

Size is the number of records contained in Files referenced through a File Listing, or as specified.

Storage is a description of the physical media used for storage of the information contained in files referenced through a File Listing.

Retention is the period of time that data, referenced through a File Listing, are retained on file. In some cases this entry gives the retention period for different stages of file retention; (e.g.: first, in the Computer Centre and later in the Records Centre).

HOW TO USE THIS INDEX

Each unit in the main body of this Index is a separate listing (or "abstract") of a file, or set of files, available in a ministry, board or commission of the Ontario Government. One or more listings is given to a page. A description of the contents of each "File Listing" is given in the section on Terms used in catalogue.

In this issue two approaches for seeking material relevant to your interests can be used.

First, if the reader expects the information to be resident with a given Ministry, it should be an easy task to scan the list of File Listings to see if likely titles are referenced. As the File Listings are grouped under the operational unit or subject matter title within each Ministry, File Listings for related topics are often found together.

Secondly, if the first approach is not appropriate or if it fails to show up a File Listing that is relevant, consult the index.

In the index each subject entry is followed by one or more code designations consisting of a Ministry code and a number. For instance, files on "fish" are listed as follows:

Fish,
catch reports, NAT-R 42
hatchery, NAT-R 36
stocking, NAT-R 37, NAT-R 39

The alphabetical part of the code, in this case NAT-R (Ministry of Natural Resources) denotes the agency that operates the file. It also indicates where the abstracts can be found within the file listings in the publication. The abstracts are grouped by ministry, board or commission, each of which is assigned a specific code. These groups are arranged alphabetically in the "Listings of Statistical Files". For reference, the codes are listed on page v.

In the example above, you would turn to section NAT-R, File Listings 36, 37, 39 and 42 to find listed those files which are maintained by the Ministry of Natural Resources.

Users of the Index wishing to make inquiries concerning a specific File should communicate directly with the contact as referenced under Accessibility. If necessary, the Central Switchboard should be called for assistance, telephone 965-1211.

Note that all telephone numbers in the Toronto district telephone area (code 416) are given in shortened form without the area code.

CODES USED FOR
MINISTRIES APPEARING
IN THIS PUBLICATION

<u>Ministry</u>	<u>Code</u>
1. Agriculture & Food	AG & F
2. Attorney General	AT-GEN
3. Community & Social Services	COM & SS
4. Consumer and Commercial Relations	CON & CR
5. Correctional Services	COR-S
6. Culture & Recreation	CUL & REC
7. Education/Colleges and Universities	ED/CU
8. Energy	ENGY
9. Environment	ENVT
10. Government Services	GVT-S
11. Health	HLTH
12. Housing	HSG
13. Industry & Tourism	I & T
14. Intergovernmental Affairs	IGA
15. Labour	LBR
16. Natural Resources	NAT-R
17. Solicitor General	SOL-G
18. Transportation & Communications	T & C
19. Treasury & Economics	T & E

List of File Listings

MINISTRY OF AGRICULTURE AND FOOD

Agricultural Research Institute of Ontario

01 Agricultural Research Data - University of Guelph

Crop Insurance Commission

02 Beef Calf Enrolments (Beef Calf Income Stabilization Program)
03 Insurance Contracts Indemnity Claims (Crop Insurance Program)
04 1977 Grain Corn Plan Enrolments (Farm Income Stabilization
 Commission)

MINISTRY OF THE ATTORNEY GENERAL

Administrative Tribunals

01 Crime Victim Compensation - Award Process, Workload Statistics
02 Expropriation Compensation - Arbitration, Workload Statistics
03 Ontario Municipal Board, Workload Statistics

Common Legal Services

04 Official Guardian, Workload Statistics
05 Public Trustee, Workload Statistics

Legislative Counsel

06 Legislation, Workload Statistics

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

Office of the Deputy Minister

Strategic Planning and Policy Secretariat

01 Annual Statistical Supplement
02 Expenditures by Municipality

Adult Services

Senior Citizens Branch

03 Area Statistics
04 Summary of Municipal and Charitable Homes for the Elderly

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

Commercial Standards Program

Ontario Securities Commission

01 Bulletin

Companies Division

02 Companies Information System - Cancellation Statistical Report
03 Companies Information System - Jurisdiction Report
04 Companies Information System - Weekly Update Statistical Report
05 Companies Information System - Year-to-Date Statistical Report
06 Monthly Cancellation Reports
07 Monthly Statistical Report of Partnership Registry

Financial Institutions Division

08 Annual report of the Registrar of Loan and Trust Corporations
09 Annual Report of the Superintendent of Insurance, Ontario

Public Entertainment Standards Program

Lotteries Branch

10 Lotteries Branch

Ontario Racing Commission

11 Annual Report

Registrar General Program

12 Ontario Vital Statistics

Liquor Control Board of Ontario

13 Store Inventories
14 Store Sales

MINISTRY OF CULTURE AND RECREATION

Citizens Inquiry Branch

01 Inquiry Statistics

Provincial Library Services

02 Statistics for Public Libraries in Ontario

03 Translation Statistics

Colleges and Universities

01	College of Applied Arts and Technology Applications Statistics
02	OCIS (Ontario College Information System) Students - Computer File
03	OCIS (Ontario College Information System) Students - Derived File
04	OCIS (Ontario College Information System) Staff- Computer File
05	OSIS (Ontario College Information System) Staff - Derived File
06	OCIS (Ontario College Information System) Capital Facilities
07	OCIS (Ontario College Information System) Space
08	OCIS (Ontario College Information System) Multi-year Plan Analysis
09	OCIS (Ontario College Information System) Financial

10 USIS (University Student Information System) - Computer File
11 USIS (University Student Information System) - Derived File

12 Statistical Records, Tradesmen and Apprentices
13 Enrolment in Apprenticeship Programs
14 Enrolment in Adult Retraining Programs
15 Enrolment in Training in Business and Industry Programs
16 OMDP (Ontario Management Development Program) - Statistics

17 OSAP (Ontario Student Assistance Program) Statistical File -
Computer
18 OSAP (Ontario Student Assistance Program) Statistical File -
Derived
19 Special Bursaries and Awards for Post-Secondary Education

20 Financial Statements of Ontario Colleges of Applied Arts and
Technology, Universities and Related Institutions

Management Information Systems Branch

21 Approved Experimental Courses Report

22

Master Identification File (MIDENT)

Financial Management Branch

- 23 Legislative Grant Approvals for School Construction
24 School Accommodation Inventory

MINISTRY OF ENERGY

Strategic Planning and Analysis Group

- 01 Crude Oil and Equivalent Propane/Butane and Unfinished Products
Transported to Ontario via U.S.A.
02 Imports of Fuels into Ontario by Source Country and Province of
Clearance
03 Ontario Primary Energy Consumption by Energy Type

MINISTRY OF THE ENVIRONMENT

Air Resources Branch

Air Quality and Meteorology Section

- 01 Air Quality and Meteorology Information System and Data Files
02 Continuous Monitoring Stations
03 Continuous Monitoring Station Charts
04 Emission Inventory Air Pollutants Computer System and Data
File
05 General Files Meteorology
06 Lead Report Monthly

Criteria Development and Program Planning Section

- 07 Air Quality Criteria - Source Emission Standards - Air
Pollution Regulations and Guidelines for Air Quality Management

Phytotoxicology Section

- 08 Phytotoxicological Assessment System
09 Vegetation survey files

Technology Development and Appraisal Section

- 10 Hazardous Contaminants Information File
11 Nanticoke Environmental Management Program (NEMP)

Vehicle Emissions Section

- 12 Automotive Emission Analysis System
13 Surveys and Reports

Environmental Approvals Branch

- 14 Certificates of Approval
15 Environmental Assessment File

16 Environmental Assessment Project Information System
17 Estimated Capital Expenditures for Industrial Waste Treatment
Works Water and Air

Financial and Administrative Services Branch

18 Pollution Abatement Incentive Act Files

Environment Information Services Branch

19 Daily Clipping Service

Legal Services Branch

20 Prosecutions Lists

Pollution Control Branch

Development and Research Group

21 Inventory of Research Projects (Annual)

Municipal and Private Section

22 Phosphorous Removal Program File
23 Utility Descriptor Location File or "Library File"
24 Utility Water Pollution Monitoring

Pesticides Control Section

25 Classification of Pesticides and Pesticide Containers
26 Licenced Pesticide Exterminators
27 Licenced Pesticide Vendors
28 Pesticides Information System
29 Pesticides Products Information System
30 Poison Control Information
31 Registered Custom Sprayers
32 Research Grants File
33 Technical Information Files (Pesticides)

Project Coordination Branch

34 Utility Project Management System

Regional Branches

35 Control Orders, Requirements and Directions and Program
Approvals

Water Resources Branch

Administrative and Data Services Section

36 Bibliography Files

Hydrology and Monitoring Section

- 37 Daily Flows -- Rivers and Streams in Ontario -- (Hydrologic Information System)
- 38 Hydrologic Data Master File -- (Hydrologic Information System)
- 39 Hydrologic Information System
- 40 Hydrologic Modelling System
- 41 Sample Information System -- Data Analysis
- 42 Sample Information System (SIS) -- Data Storage and Retrieval
- 43 Water Taking Information System
- 44 Water Well Contractors List
- 45 Well Water Information System
- 46 Water Well Municipal File
- 47 Water Well Records

Planning and Coordination Section

- 48 Water Quality Information System -- Great Lakes Survey
- 49 Water Quality Information System -- Recreational Lakes Survey

Water Modelling Section

- 50 Current Meter Readings
- 51 Lake Dispersion Model
- 52 River Basin Water Quality Simulation Models
- 53 Water Quality Meter Readings

Waste Management Branch

Waste Management Systems Planning Section

- 54 Derelict Motor Vehicle (DMV) File
- 55 Transfers of Liquid Industrial Waste

Waste Utilization Section

- 56 Experimental Resource Recovery Plant Records Monthly Summaries

MINISTRY OF GOVERNMENT SERVICES

Accommodation Division

Design Services Branch

- 01 Government Parking Inventory January 1975
- 02 Government Parking Inventory - Updated Parking Zone Maps - 1977

Program Management Branch

- 03 Design and Construction Program 1978/79 (Blue Book)

Administration Division

Finance Branch

- 04 Financial Information System

MINISTRY OF HEALTH

Health Insurance Division

Insurance Claims Branch

01 Claims File
02 Discharge Reports for all Persons - Form 106D
03 134-84 - Report of Ontario Patient Therapy
04 Out-of-Province Claims - Form 120
05 Out-of-Province Land and Air Ambulance Claims
06 Out-Patient Day Care Report (Form 3117-84)
07 Physiotherapy Claim Form 525-84
08 Third Party Recovery File (Form 115 Hospital Accident
 Reporting)

Ontario Drug Benefit

09 Claims History File - ODB
10 Formulary File
11 Pharmacy Master File
12 Eligibility File

Finance and Administration Division

Finance and Accounting Branch

13 Accounts Payable Detail (APM006P1)
14 Accounts Payable Vendor Master File (APD007M1)
15 Accounts Payable VIBSA Master File (APD011M1)
16 Financial Management Control System (IFAA20M1)
17 Resident Data File

Fiscal Resources Branch

18 Hospitals and Other Facilities Budgets
19 Hospitals and Other Facilities Final Settlements (Audited
 Financial Statements and Statistical Returns)
20 Hospitals and Other Facilities Operating Statements

Direct Services Division

Ambulance Services Branch

21 Ambulance Log Book (Operating Costs, Maintenance Costs and
 Performance)
22 Ambulance Vehicles
23 OASIS (Ontario Ambulance Services Information System)

Laboratory Services Branch

24 Workload Statistics

Institutional Division

Institutional Planning Branch

25 Room Measurement Records

Inspection Branch

26 Nursing Homes and Homes for Special Care
27 Inspection of Installed Medical X-Ray Units

Policy Development and Research Branch

28 Physician Manpower
29 Pharmacist Manpower
30 Registered Nurses Manpower
31 Registered Nursing Assistant Manpower
32 Physiotherapist Manpower

Health Programs Division

Executive Director

33 Thalidomide Program

Program Advisory Branch

34 Stillbirth and Infant Death Records (Under Revision)
35 Maternal Mortality (A joint Ministry - O.M.A. Maternal Welfare
Committee)

Public Health Branch

36 Annual Reports - Local Health Units
37 CASH - Computer Assisted School Health
38 CHARIS - Community Health Activity Resources Information System
39 CAPHIS - Computer Assisted Public Health Inspection
40 Dairy Statistics
41 Communicable Diseases
42 Milk Product Plants
43 Mobile Dental Coaches (10)
44 Ontario Dental Health Index
45 Professional Credentials File
46 Rabies Surveillance
47 Slaughter Houses and Meat Processing Plants
48 Summer Camps (Licenses and Inspection Reports)
49 Tuberculosis Control
50 Venereal Diseases
51 Public Health Inspection - General
52 Public Health Nursing - Annual Reports
53 Public Health Inspection - N.O.P.H.S.

Drugs and Therapeutics

54 Drugs and Therapeutics

Information Systems Division

Data Development and Evaluation Branch

55 Ontario In-Patient Data File
56 Vital Statistics
57 Admissions/Separations of Psychiatric In-Patient Facilities
 (Forms 2303-16, 2303-90-10)
58 Annual Return of Health Care Facilities - Hospitals - Part One
59 Census Data Sheet (Re: Patients on the Books and Persons in
 Residential Units, Psychiatric Hospitals)
60 Daily Census Summary
61 In-Residence Report
62 Therapeutic Abortions

Addiction Research Foundation

63 Patient Records
64 Various Ad Hoc Research Surveys

MINISTRY OF HOUSING

Plans Administration Division

Operations and Development Control Branch

01 Land Development Information System

Policy and Program Development Secretariat

Management Planning and Evaluation Branch

02 Rent Survey, August 1976
03 Rent Survey, September 1977
04 Rent Survey, October 1978

MINISTRY OF INDUSTRY AND TOURISM

Policy and Priorities Division

Industry and Trade Analysis Branch

01 Commodity Profiles
02 Doing Business in Ontario, Canada
03 Foreign Market Profiles
04 Industry and Trade Statistics
05 Ontario Exports and Imports by Counties, Commodities and
 Industries

Industry Division

Industry Support Services

06 Manufacturing and Marketing Opportunities Bulletin

07

Municipal Profiles

Tourism Division

Tourism Marketing Branch

08 Ontario Recreation Survey (ORS) 1973-74
09 Travel Surveys of Ontario Households 1976 and 1977
10 Tourism Statistical Handbook 1979
11 U.S. Auto Exit Survey 1973-74

MINISTRY OF INTERGOVERNMENTAL AFFAIRS

Subsidies Branch

01 Inventory of Provincially Owned Properties
02 Managed Forest Tax Reduction Program
03 Municipal and School Tax Credit Program
04 The Farm Tax Reduction Program
05 Ontario Youth Employment Program

Municipal Finance Branch

06 Financial Information Returns of Municipalities
07 Grants Register
08 Municipal Taxation Analysis Forms
09 Population, Number of Dwelling Units, Land Area of Local
Municipalities

MINISTRY OF LABOUR

Occupational Health and Safety Division

01 Causes of Death Across Ontario

Research Branch

02 Collective Bargaining Agreements in Ontario
03 Collective Bargaining Settlements and Negotiations in Ontario
04 Conciliation and Mediation Services Labour Relations Act
05 Fatal Accidents in Ontario Construction 1964-1974
06 Negotiated Hours, Wages and Related Payments in the Ontario
Construction Industry
07 Strikes and Lockouts in Ontario
08 Union Membership in Ontario 1962-1976
09 Wage Developments in Collective Bargaining Settlements in
Ontario

Women's Bureau

10 Women in the Labour Force: Basic Facts
11 Women in the Labour Force: Education
12 Women in the Labour Force: Labour Unions

MINISTRY OF NATURAL RESOURCES

Aviation and Fire Management Centre

01 Weather Record

Finance and Administration Group

Financial Services Branch

02 Sale of Licences (Fish and Wildlife)

Personal Services Branch

03 Annual Report of Workmen's Compensation and Motor Vehicle
Collision Costs -- 1975-1976

Lands and Waters Group

Conservation Authorities and Water Management Branch

04 Annual Abbreviated Summaries for the Conservation Authorities
05 Annual Statistical Reports for the Conservation Authorities
06 Central Region Conservation Authority Survey of Origins and
Destinations
07 Water Level Records (at Dam Sites)

Lands Administration Branch

08 Beach Protection Act Licence
09 Mining Acreage Tax and Rent Roll
10 Patent Records
11 Quarry Permits

Surveys and Mapping Branch

12 Ontario Map Catalogue

Mineral Resources Group

Mineral Resources Branch

13 Ontario Survey of Mining Operations, Mills/Concentrators and
Smelter/Refineries

Ontario Geological Survey

14 Assessment Work (on Mining Claims) and Work Filed "Not For
15 Assessment Credit"
28 Mineral Deposit Records

Outdoor Recreation Group

Fisheries Branch

16	Commercial Fisheries (Equipment, Boats and Shore Installations)
17	Commercial Fishing Licence Copies
18	Commercial Fishing Licence Record Books
19	Fish Culture Production and Costing System
20	Fish Stocking Records
21	Lake Survey Summary Aquatic Habitat Inventory
22	Lake Record Cards - Commercial Fisheries
23	Licence and Catch Report Record Cards
24	Stream Survey Summary - Aquatic Habitat Inventory

Parks and Recreation Areas

25	Ontario Provincial Park Statistics
26	Ontario Provincial Parks Enforcement Statistics
27	Ontario Recreation Supply Inventory
28	Ontario Recreation Survey 1973-1974
29	Park Cost Study 1975-1976
30	Provincial Park User Survey File

Wildlife Branch

31	Aerial Inventory of Moose
32	Bear Hunter and Harvest Data
33	Beaver Population Dynamics
34	Big Game Killed by Means Other than Legal Hunting
35	Deer Hunter and Harvest Data
36	District Waterfowl Banding Report
37	Moose Hunter and Harvest Data
38	Predator Control
39	Snow Cover Records
40	Small Game Hunter and Harvest Data
41	Summer Grouse Observations
42	Summer Hunting and Harvest Data
43	Waterfowl Census

MINISTRY OF THE SOLICITOR GENERAL

Ontario Police Commission

Supervision of Police Forces Program

01	Uniform Crime Reporting - Municipal and Regional Police Forces Administration Statistics
02	Uniform Crime Reporting - Criminal and Traffic Occurrences in Municipal and Regional Police Forces of Ontario

Ontario Provincial Police Program

Management Division

03 Uniform Crime Reporting - Criminal Occurrences
04 Uniform Crime Reporting - Police Administration Statistics
05 Uniform Crime Reporting - Traffic Occurrences

Public Safety Division Program

Centre of Forensic Sciences

06 Breathalyzer Statistics
07 Monthly Report of Cases

Chief Coroner

08 Coroner's Investigation File, Coroner's Inquest File

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Communications Division

Communications Policy Branch

01 Census (CENSUS Module)
02 CRTC Decisions (CRTC Module)

Finance and Administration

Financial Branch

03 Expenditures on Highways by County and District
04 Material Price Index
05 Tender Price Index
06 Water Transportation Report - Operating Expenses of Ferry Boats

Operations (Highway Engineering Division)

Design and Construction Branch

07 Hydrometric Records (HYMEDA), (Stream Flow Records)

Engineering Materials Office

08 Chloride Concentration in Structural Concrete
09 Construction Information System (Concrete)
10 Ferrous Hydroxide Concentration - Half Cell Voltage Reading
11 Geotechnical Cross Reference and Retrieval System (Geocres)
12 Asphalt Extraction Check Results (1961-1978)
13 Mays Meter
14 Mineral Aggregate Inventory
15 M.T.C. Water Supply Inventory
16 Pavement Management Feedback and Information System (PAMFIS)

Ontario Telephone Service Commission

17 Telephone Systems Annual Reports and Statistics Canada Reports

Planning, Research and Development (Municipal/Provincial Transportation Branch)

Municipal Roads Office

18 Municipal Data Bank
19 Municipal Roads and Streets Kilometric Reports

Provincial Roads Planning Services Office

20 Highway Inventory Counts
21 Permanent Counting Station Counts
22 Plots of Performance Indicators

Planning Research and Development (Planning Division)

Urban and Regional Transportation Planning Office

23 1971 Census Place of Work Data
24 Central Ontario Region Population and Employment Forecast
25 Time Series Census Data
26 Time Series Employment Data

MINISTRY OF TREASURY AND ECONOMICS

Central Statistical Services

01 Census of Manufactures, County-Major Industry Group Data, 1967-1976
02 Census of Manufactures, Energy Consumption, 1971-1976
03 Census of Manufactures, Establishment Data, 1967-1976
04 Census of Manufactures, Establishment Description 1970-1976
05 Census of Manufactures, Manufactured Commodities, 1971-1976
06 Census of Manufactures, Multi-Year Establishment Level File of Ontario Manufacturing Statistics (MEFOMS), 1971-1976
07 Census of Manufactures, New Establishment File 1966-1975
08 Census of Manufactures, Principal Statistics, 1949-1976
09 Census of Population and Housing
10 Driver Licence Transfers
11 Labour Force Projections
12 Population Projections
13 Quarterly Ontario Economic Accounts
14 Revenue Enumeration Data
15 Vital Statistics

Fiscal Policy Division

Intergovernmental Finance and Grants Policy Branch

16 Municipal Grants Population
17 Ontario Unconditional Grants

Listings

Listings of Statistical Files

MINISTRY OF AGRICULTURE AND FOOD

Agricultural Research Institute of Ontario:**01 Agricultural Research Data - University of Guelph**

Objective To provide data based on research findings.

Content Agricultural research data collected and held by University of Guelph operating under a standard contract with Ministry of Agriculture and Food together with agricultural research data collected by colleges and universities operated by the Ministry of Agriculture and Food.

Accessibility Open file.
Address enquiries to Dr. J.C. Rennie, telephone 965-6695.

Key Not available

Size Not available

Storage Not available

Retention Indefinitely

Crop Insurance Commission:**02 Beef Calf Enrolments (Beef Calf Income Stabilization Program)**

Objective To record eligible cows for calculation of fees and support payments.

Content Cow registration, herd statistics verification date and gross and net payments.

Accessibility Open file.
Address enquiries to Mr. O. Bird, telephone 965-1811.

Key Enrolment number

Size 17,000/year

Storage Paper file, all data also computerized and/or on microfiche

Retention 7 years

03 Insurance Contracts Indemnity Claims (Crop Insurance Program)

Objective To provide data to underwrite an insurance contract and to use in statistical analysis in actuarial calculations.

Content Records of individual crop insurance contracts: up to 34 plans presently available.

Accessibility Open file.
Address enquiries to Mr. O. Bird, telephone 965-1811.

Key Contract number

Size 30,000

Storage Paper file with all information also computerized; contract records also updated annually on microfiche

Retention 7 years

04 1977 Grain Corn Plan Enrolments (Farm Income Stabilization Commission)

Objective To record and identify applicants for income stabilization payments.

Content Record of location, acreage, claim and payment.

Accessibility Open file.
Address enquiries to Mr. O. Bird, telephone 965-1811.

Key Enrolment number

Size 12,000

Storage Paper and computerized file

Retention Indefinitely

MINISTRY OF THE ATTORNEY GENERAL

Administrative Tribunals :

Publication: Annual Report of the Attorney General.

01 Crime Victim Compensation - Award Process, Workload Statistics
(Ref.: AG3)

Accessibility Open file.
Address enquiries to The Registrar, Land Compensation Board, telephone 965-1012.

Objective To assist management by providing information for planning, administration and resource allocation in compensating eligible applicants for their injuries resulting from crimes of violence.

Key Nil
Size 1 record per year
Storage Paper file
Retention Indefinitely

Content Information on the operating level of the Board - e.g. number of applications received, disposed and pending, average award value.

Publications: Annual Report of the Criminal Injuries Compensation Board.
Annual Report of the Attorney General.

Accessibility Open file.
Address enquiries to the Registrar, Criminal Injuries Compensation Board, telephone 965-4755.

Key Nil
Size One record per year
Storage Paper file
Retention Indefinitely

02 Expropriation Compensation - Arbitration, Workload Statistics

Objective To assist management by providing information for planning, administration and resource allocation in the process of determining compensation for expropriated land, where it is disputed.

Content Information on:

1. caseload - number of applications received, completed and in process, by nature of arbitration.
2. compensation - value of awards claimed and awarded, for market value of land, and for damages.

03 Ontario Municipal Board, Workload Statistics

Objective To assist management by providing information for planning, administrative and resource allocation in ensuring the sound growth and development of Ontario's municipalities.

Content Information on the number and type of matters brought before the Board.
Publication: Annual Report of the Ontario Municipal Board.

Accessibility Open file.
Address enquiries to Mr. D.G. Grant, Head of Administrative Services, Ontario Municipal Board, telephone 965-5486.

Key Nil
Size 1 record per year
Storage Paper file
Retention Indefinitely

Common Legal Services :

04 Official Guardian, Workload Statistics

Objective To assist management by providing information for planning and resource allocation in ensuring effective representation of minors' rights and interests before the courts.

MINISTRY OF THE ATTORNEY GENERAL

Content Information on:

1. number of reports to the Court on the custody, maintenance and education of children involved in divorce proceedings.
2. number and type of legal and financial services for the protection of the proprietary and other personal interests of children coming before the court.

Publication: Annual Report of the Attorney General.

Accessibility Open file.

Address enquiries to Mr. L.W. Perry, QC, Official Guardian, telephone 965-1837.

Key Nil

Size 1 record per year

Storage Paper file

Retention Indefinitely

05 Public Trustee, Workload Statistics

Objective To assist management by providing information for planning and administrative control in managing specific estates and trusts as assigned.

Content Information on:

1. operating level - number of estates and trusts
2. investment income; by type of estate or trust under management or supervision.

Publication: Annual Report of the Attorney General.

Accessibility Open file.

Address enquiries to Mr. D. Jackson, Deputy Public Trustee, telephone 362-1331.

Key Nil

Size 1 record per year

Storage Paper file

Retention Indefinitely

Legislative Counsel :

06 Legislation, Workload Statistics

Objective To assist management by providing information for planning and resource allocation purposes.

Content Information on:

1. number of bills drafted.
2. number of pages in the annual statute book.
3. number of regulations drafted and filed.
4. number of pages published in the Gazette.

Publication: Annual Report of the Attorney General.

Accessibility Open file.

Address enquiries to Mr. A.N. Stone, QC, Senior Legislative Counsel, telephone 965-2841.

Key Nil

Size 1 record per year

Storage Paper file

Retention Indefinitely

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

Office of the Deputy Minister:

Strategic Planning and Policy
Secretariat :

01 Annual Statistical Supplement

Objective To provide data for the annual publication.

Content Caseload characteristics for all the Ministry's programs.

Accessibility Open file.
Address enquiries to Mr. T. Buyniak, Co-ordinator, Statistical Publications, Research and Statistics Section, telephone 965-5088

Key Administrative districts and major municipal units such as regional municipalities.

Size Variable

Storage Paper file

Retention Indefinitely

02 Expenditures by Municipality (formerly by county)

Objective To provide data for the annual report.

Content Transfer payments and expenditures in the Ministry's cost-shared programs, based on Public Accounts and ancillary information.

Accessibility Open file.
Address enquiries to Mr. T. Buyniak, Co-ordinator, Statistical Publications, Research and Statistics Section, telephone 965-5088.

Key The Ministry's 19 administrative districts and major municipal units such as regional municipalities

Size 60-70 tables

Storage Paper file

Retention Indefinitely

Adult Services:

Senior Citizens Branch :

03 Area Statistics

Objective To show total beds in municipality and charitable institutions for the elderly by regional municipalities, counties and districts within the five designated areas of the province.

Content

1. Changes made in the number of beds and incorporation of new construction.
2. Bed ratios per 1,000 population 60 and over in one column, and per 1,000 total population in a second column, both in ascending order and showing the provincial average.
3. Details of the existing and "under construction" beds under each Act and totalled for regional municipalities, counties and districts with sub-totals for the designated areas of the province. The detail also includes estimated "total" and "over 60" population with percentages and ratios.
4. From a report furnished by the Ministry of Housing, the senior citizens apartment units are summarized by regional municipalities, counties and districts, with sub-totals for the five designated areas of the province. Details include the units in "pre-tender", "post-tender", "under construction" and "under management" categories.
5. As for 4 above with the total expressed as a ratio per 1,000 population 60 years and over.

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

Adult Services (cont'd)**Senior Citizens Branch** (cont'd)

Accessibility Open file.
Address enquiries to Mr. V.
McTague, Statistics Officer,
telephone 965-7695.

Key Location (region, county,
district)

Size 44 pages (annually)

Storage Paper file

Retention Current file replaces
previous file; for research
purposes data are stored
indefinitely

**04 Summary of Municipal and
Charitable Homes for the Elderly**

Objective To show total beds,
subdivided by residential care
and extended care (with %
extended care to total) as also
the vacancies and outstanding
applications.

Content Above information by
institution, within the
respective regional
municipality, county or
district, summarized with
sub-totals in four designated
areas of the province. The
vacancies and outstanding
applications (also called
waiting list) are further
detailed by type of care.

Accessibility Open file.
Address enquiries to Mr. V.
McTague, Statistics Officer,
telephone 965-7695.

Key Institution and location

Size 64 pages (annually)

Storage Paper file

Retention Not available

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

It should be noted that in certain instances Ministry Files are not made for the purpose of answering statistical enquiries. Such queries are frequently handled by using the appropriate unit's working files, which are very numerous and would tend to mislead the reader if listed herein. However, a number of reports and documents produced by the Ministry contain statistical information relevant to these activities. We therefore refer the reader to the following published information, in addition to data accessible through the File Listings:

Annual Report of the Ministry,

Report for the Property Rights Division of the Ministry,

Report of the Director of Land Registration,

Annual Report of the HUDAC New Home Warranty Program,

Annual Report: Ontario Share and Deposit Insurance Corporation,

Highlights of Enforcement Activities Under the Business Practices Act,

Annual Report of the Pension Commission of Ontario,

Report of the Liquor Licence Board of Ontario,

Annual Report: Liquor Control Board of Ontario.

Should you require Annual Reports, enquiries should be directed to the Consumer Information Centre, telephone 963-1111.

Commercial Standards Program :

telephone 963-0259; and for
Statistics of Filings to
963-0224.

Ontario Securities Commission :

01 Bulletin (Monthly)

Objective To provide data of
administration to management and
public.

Content Statistical data on
Inside Trading, Financial
Disclosure and Statistics of
Filings.

Publication: Monthly Bulletin,
Ontario Securities Commission.

Accessibility Open file.
Address enquiries for Inside
Trading and Financial Trading to
the supervisor of Inside Trading
and Financial Disclosure,

Key Month

Size 50 pages per month
(approx.)

Storage Bound booklet
Retention Not decided

Companies Division :

**02 Companies Information System -
Cancellation Statistical Report**
(Ref.: Schedule number
47-0202-17)

Objective To provide an
administrative tool for planning
and monitoring output. To
provide a statistical record on
the number of certificates of
incorporation cancelled.

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

Commercial Standards Program
(cont'd):

Key Week and year
Size One record per week
Storage Paper file
Retention 20 years

Companies Division (cont'd):

Content A weekly cumulative record on the number of certificates of incorporation cancelled under

- section 251(1) of the Business Corporations Act
- section 251(2) of the Business Corporations Act
- section 250 of the Business Corporations Act
- sections 347(9) of the Corporations Act
- section 167(2) of the Co-operative Corporations Act

Data are available from January 1977, these data supercede data under file listing 05.

Accessibility Open file.
 Address enquiries to the Corporation Search Office, Corporations Information Section, telephone 963-0552.

Key Week and year
Size One record per week
Storage Paper file
Retention 20 years

03 Companies Information System - Jurisdiction Report (Ref.: Schedule number 47-0202-16)

Objective To provide statistical data on the number of foreign corporations licenced in Ontario.

Content A weekly summary of the number of corporations in Ontario from each jurisdiction.

Data are available from 1967.

Accessibility Open file.
 Address enquiries to the Corporation Search Office, Corporations Information Section, telephone 963-0552.

04 Companies Information System - Weekly Update Statistical Report (Ref.: Schedule number 47-0202-13R)

Objective To provide an administrative tool for planning and monitoring computer transactions.

Content A weekly summary of computer transactions relating to corporations:

- number of new Ontario corporations
- number of amalgamations
- number of new licenced foreign corporations
- number of voluntary dissolutions
- number of certificates of incorporations cancelled.

Data are available from 1971.

Accessibility Open file.
 Address enquiries to the Corporation Search Office, Corporations Information Section, telephone 963-0552.

Key Week and year
Size One record per week
Storage Paper file
Retention 3 months

05 Companies Information System Year - To - Date Statistical Report (Ref.: Schedule Number 47-0202-15)

Objective To provide an administrative tool for planning. To provide statistical data on corporations in Ontario.

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

Commercial Standards Program
(cont'd):

Companies Division (cont'd):

Content A weekly summary of cumulative totals, such as

- number of active corporations
- number of new Ontario corporations
- number of amalgamations
- number of newly licensed foreign corporations
- number of voluntary dissolutions
- number of certificates of incorporation cancelled.

Data are available from 1966.

Accessibility Open file.
Address enquiries to the Corporations Search Office, Corporations Information Section, telephone 963-0552.

Key Not available
Size One record per week
Storage Paper file
Retention 20 years

06 Monthly Cancellation Reports
Ref.: Schedule number 47-0202-7R)

Objective To provide an administrative tool for planning and for monitoring output. To provide statistical report on the number of certificates of incorporation cancelled.

Content A monthly report containing monthly and year-to-date figures such as: number of corporations in the process of cancellation; number of certificates of incorporation cancelled; number of corporations brought up-to-date; and, arrears of fees collected.

Data are available to September 1977. These data are continued by those contained under File Listing 02.

Accessibility Open file.
Address enquiries to the Corporation Search Office, Corporations Information Section, telephone 963-0552.

Key Month and year
Size One record per month
Storage Paper file
Retention 5 years

07 Monthly Statistical Report of Partnerships Registry (Ref.: Schedule number 47-0301-9)

Objective To provide an administrative tool for planning, budgeting and monitoring output. To provide statistical information on the registration of partnerships and sole proprietorships and corporation business names in Ontario.

Content A record of the numbers of all registrations by the month, with comparative figure for the corresponding month of the previous year-to-date figures with comparative figures for the previous year.

Data are available from January 1973.

Accessibility Open file.
Address enquiries to the Registrar of Partnerships, Partnership Registration Section, telephone 963-0510.

Key Not available
Size One record per month
Storage Paper file
Retention 20 years

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

Financial Institutions Division :**08 Annual Report of the Registrar of Loan and Trust Corporations**

Objective To provide a management tool. To provide an ongoing record of information relative to the loan and trust industry. To fulfill a requirement of The Loan and Trust Corporations Act.

Content Annual financial statements, quarterly liquidity reports, statistical tables and miscellaneous information relative to the loan and trust industry.

Publication: Annual Report of the Registrar of Loan and Trust Corporations.

Accessibility Open file.
Address enquiries to the Financial Examinations Services Branch, telephone 963-0477. The publication is available from the Government Book Store.

Key Type of company and name
Size One annual report for each year since 1887
Storage Book
Retention Indefinitely

09 Annual Report of the Superintendent of Insurance, Ontario

Objective To provide a management tool.
To provide an ongoing record of information relative to the insurance industry.
To fulfill a requirement of The Insurance Act.

Content Annual financial statements, quarterly liquidity reports, statistical tables and miscellaneous information relative to the loan and trust industry.

Publication: Annual report of the Superintendent of Insurance for the Province of Ontario.

Accessibility Open file.
Address enquiries to the Financial Examination Services Branch, telephone 963-0477.

Key Type of company, name
Size One annual report for each year since 1878
Storage Books
Retention Indefinitely

Public Entertainment Standards Program :**Lotteries Branch:****10 Lotteries Branch**

Objective To control and supervise licensing procedures for lotteries, bingos and games of chance throughout the province, as specified by Criminal Code of Canada S189 and S190.

Content Data on the type and number of organizations licensed.

Accessibility Open file.
Address enquiries to the Director, telephone 963-0270.

Key Municipality
Size 160,000
Storage File folders and cards
Retention 6 years

Ontario Racing Commission:**11 Annual Report**

Objective To provide statistical information on the Ontario Racing Commission's operational functions.

Content Data pertaining to standard racing; thoroughbred racing; and the improvement programs administered by the Commission.

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

**Public Entertainment Standards
Program** (cont'd):

Publication: Annual Report of the Ontario Racing Commission.

Accessibility Open file.
Address enquiries to the Ontario Racing Commission 963-0520. The Annual Report is available from the Government Book Store.

Key Reporting year
Storage Booklet
Retention Not decided

The Registrar General Program :

12 Ontario Vital Statistics (Annual)

Objective To produce statistics at the provincial and federal level relating to:

1. deaths of Ontario residents and visitors,
2. marriages occurring in Ontario
3. births occurring in Ontario.

Content Numeric statistical data relating to births, deaths and marriages registered.

Accessibility Open file.
Address enquiries to the Librarian of the Ministry of Consumer and Commercial Relations, telephone 963-0200. The report is available from the Government Book Store.

Key Index Numbers
Size 7 1/2" x 10" x 1/2"
Storage Periodically bound in hard cover
Retention Indefinitely

13 Store Inventories (Ref.: Schedule number F.A. 72-74)

Objective To compute and compare at any given time the amount of stock in stores throughout the province.

Content Printed matter recorded each month showing all brands of alcoholic beverage that are in stock in each L.C.B.O. store.

Accessibility Open file.
Address enquiries to Mr. F.A. MacInnis, General Manager, telephone 965-4911.

Key Store and month
Size 600 per quarter year (approx.)
Storage Paper sheets in bundles of fifty stores
Retention Current plus 1 year

14 Store Sales (Ref.: Schedule number A.S.O. 73-6)

Objective To show the ratio of transactions against the total volume of sales.

Content Store number, classification, location; total transactions, gross sales; returns; net sales; beer sales.

Accessibility Open file.
Address enquiries to Mr. F.A. MacInnis, General Manager, telephone 965-4911.

Key Month, year and store number
Size 60,000 per year (approx.)
Storage Computer printout
Retention Current plus 2 years.

MINISTRY OF CULTURE AND RECREATION

Citizens' Inquiry Branch:

01 Inquiry Statistics

Objective To collect data on inquiries received by the branch for these purposes:

1. as the basis for reports to Deputy Ministers, MPPs and others
2. to indicate for our own planning and information purposes what type of inquiries are being handled.

Content A daily log completed by each staff member answering inquiries. The list of inquiries compiled daily indicates whether inquiry was handled by phone, mail or in person. A monthly summary sheet consolidates information from the daily summary sheets.

Accessibility Open file. Address enquiries to P.D. Carmichael, Director, Citizens' Inquiry Branch, telephone 965-0862.

Key Year, month, date of inquiry
Size Approx. 2,000
Storage Paper file
Retention Daily log - 1 year
 Monthly summary sheets
 5 years

Provincial Library Services:

02 Statistics for Public Libraries in Ontario

Objective To provide data on local and regional libraries in Ontario for use by the public and Statistics Canada.

Content An Ontario summary and analysis, by Regional Library System: statistics for individual libraries serving a population of 10,000 +; summaries for under 10,000 arranged by Regional Library System.

Accessibility Open file.

Address enquiries to E. Bow, Coordinator, telephone 965-2696.

Key Regional Library System
Size Not available
Storage Printed
Retention Indefinitely

Translation Bureau:

03 Translation Statistics

Objective To provide data to determine the budget for the Translation Bureau and the efficiency of its services.

Content Statistical data on translations re turnaround time, recoveries, number of words in the bilingual and multilingual sections, payments to outside translators.

Accessibility Open file. Address enquiries to R.W. McPhee, Executive Director, Multiculture and Citizenship Division, telephone 965-8092.

Key Not available
Size Not available
Storage Paper file
Retention Indefinitely

MINISTRY OF EDUCATION/MINISTRY OF COLLEGES AND UNIVERSITIES

Colleges and Universities:

In this section files are classified as confidential only where:

1. The file contains individual data collected under the federal and provincial statistics acts.
2. The file contains individual data collected with the understanding that it shall be held confidential.

Files are classified as restricted to meet residual confidentiality obligations. Detail is withheld which might permit the attributes of individuals to be inferred data relating to specific institutions normally requires their authorization before release. In practice, these restrictions rarely present obstacles to the supply of useful data.

Colleges:**01 College of Applied Arts and Technology Applications Statistics**

Objective To provide information on the number of applicants to colleges of applied arts and technology and their college and program preferences.

Content Records of the sex, birthdate, and citizenship/immigration status of applicants, together with their first preference for college and program. File started in 1974.

Confidentiality Open file.

Availability Data normally available on demand.

Contact Manager, Statistics Section, M.I.S.B., telephone 965-2609.

Storage Paper file

Retention Indefinitely (tentatively, 15 years)

02 OCIS (Ontario College Information System) Students - Computer File

Objective To provide data for statistical, financial and planning purposes.

Content Records of program, educational and demographic characteristics and of status on

leaving the college of individual students in post-secondary programs.

File started in 1970.

Confidentiality Confidential file (Category 2).

Availability See derived file: File listing 3.

Contact Manager, Special Projects Office, O.C.I.S., telephone 965-9511.

Storage Magnetic tape

Retention Indefinitely

03 OCIS (Ontario College Information System) Students-Derived File

Objective To provide demographic and program data on full-time, post-secondary students enrolled in Ontario colleges, which may be publicly released.

Content Tabulated data on program and demographic characteristics of full-time, post-secondary students enrolled in Ontario colleges of applied arts and technology. File started in 1970.

Confidentiality Restricted file.

Availability Normally available on demand.

Contact Manager, Statistics Section, M.I.S.B., telephone 965-2609.

MINISTRY OF EDUCATION/MINISTRY OF COLLEGES AND UNIVERSITIES

Colleges and Universities (cont'd):

Storage Paper file

Colleges (cont'd):

Retention Indefinitely

Storage paper file

Retention Indefinitely

04 OCIS (Ontario College Information System) Staff-Computer File

Objective To provide data on staff of Colleges of Applied Arts and Technology, for purposes of statistics, planning and analysis.

Content Salary, qualifications, experience and employment category of individual staff of colleges of applied arts and technology. File started in 1970.

Confidentiality Confidential file (Category 2).

Availability See derived file: File listing 5.

Contact Manager, Special Projects office, O.C.I.S., telephone 965-9511.

Storage Magnetic tape

Retention Indefinitely

05 OCIS (Ontario College Information System) Staff-Derived File

Objective To provide data on the staff of colleges of applied arts and technology which may be publicly released.

Content Tabulations of data salary, qualifications and employment category of staff of Ontario colleges of applied arts and technology (file started in 1970.)

Confidentiality Restricted file.

Availability Data normally available on demand.

Contact Manager, Statistics Section, M.I.S.B., telephone 965-2609.

06 OCIS (Ontario College Information System) Capital Facilities

Objective To provide data for cost analysis of capital facilities of the colleges of applied arts and technology.

Content Tender cost by category, cost per sq. ft. File started in 1971.

Confidentiality Open file.

Availability Summary statistics supplied on demand.

Contact Manager, Special Projects Office, O.C.I.S., telephone 965-9511.

Storage Paper file, Magnetic tape

Retention Indefinitely

07 OCIS (Ontario College Information System) Space

Objective To provide a detailed inventory of space by college, building and space category.

Content Square footage of college buildings, listing of individual rooms with function and student capacity. File started in 1971.

Confidentiality Open file.

Availability Summary statistics supplied on demand.

Contact Manager, Special Projects Office, O.C.I.S., telephone 965-9511.

Storage Paper file, magnetic tape

Retention Indefinitely

MINISTRY OF EDUCATION/MINISTRY OF COLLEGES AND UNIVERSITIES

Colleges and Universities (cont'd):

Colleges (cont'd):

08 OCIS (Ontario College Information System) Multi-year Plan Analysis

Objective To provide summaries of and comparisons between, planning data provided in college annual multi-year plans.

Content A summary of the actual and projected information on enrolments, staff, revenue, costs, etc., contained in each college's annual Multi-year Plan. File started in 1974.

Confidentiality Open file.

Availability Data normally available on demand.

Contact Manager, Special Projects Office, O.C.I.S., telephone 965-9511.

Storage Paper file

Retention Indefinitely

09 OCIS (Ontario College Information System) Financial

Objective To provide comparative data on all financial aspects of the colleges of applied arts and technology.

Content Details of historical, budgeted and projected revenue and expenditures for colleges of applied arts and technology. File started in 1971.

Confidentiality Open file.

Availability Data normally available on demand.

Contact Manager, Special Projects Office, O.C.I.S., telephone 965-9511.

Storage Paper file, magnetic tape

Retention Indefinitely

Universities:

10 USIS (University Student Information System) - Computer File

Objective To provide demographic and program data on students enrolled in Ontario universities, for statistical and financial purposes.

Content Records of the program status and of demographic characteristics of students on an individual basis. File started in 1972.

Confidentiality Confidential file (Category 1).

Availability See derived file: File Listing 11.

Contact Data Systems Coordinator, Information Systems, M.I.S.B., telephone 965-2809.

Storage Magnetic tape

Retention Indefinitely (at least 15 years)

11 USIS (University Student Information System) - Derived File

Objective To provide demographic, program and formula funding data on students enrolled in Ontario universities and which may be publicly released.

Content Tabulated data on program and demographic characteristics of students enrolled in Ontario universities and on formula funding provided to the universities. File started in 1972.

Confidentiality Restricted file.

Availability Data normally available on demand.

Contact Manager, Statistics Section, M.I.S.B., telephone 965-2609.

MINISTRY OF EDUCATION/MINISTRY OF COLLEGES AND UNIVERSITIES

Colleges and Universities (cont'd):**Contact** Manager, Special Projects Office, O.C.I.S., telephone 965-9511.**Universities** (cont'd):**Storage** Computer generated microfiche**Storage** Paper file**Retention** Indefinitely (at least 15 years)**Retention** Indefinitely (at least 15 years)**Industrial Training:****12 Statistical Records, Tradesmen, and Apprentices****Objective** Maintain periodic statistical reports of registered apprentices and certified tradesmen; examinations; private hairdresser and barber student registrations.**14 Enrolment in Adult Retraining Programs****Objective** To provide data on activity levels in adult retraining programs to justify funding and for statistical purposes.**Content** Incoming and outgoing monthly statistical reports and summaries**Content** Monthly reports on enrolment by college and by retraining program. File started in April, 1963.**Confidentiality** Open file.**Confidentiality** Open file.**Availability** Data normally available upon demand. Also available in the Statistics Canada publication. Publicly supported vocational training involving the private sector, catalogue number 81-238.**Availability** Summary statistics supplied on demand.**Contact** Management Data, Apprenticeship Branch, telephone 965-5854.**Contact** Manager, Special Projects Office, O.C.I.S., telephone 965-9511.**Storage** Paper file**Storage** Paper file**Retention** Indefinitely**Retention** Indefinitely (at least 15 years)**13 Enrolment in Apprenticeship Programs****15 Enrolment in Training in Business and Industry Programs****Objective** To provide data on activity levels in apprentice instruction to justify funding and for statistical purposes.**Objective** To provide data on activity levels in Training in Business and Industry Programs, to justify funding and for statistical purposes.**Content** Monthly reports on enrolment, by college and by trade program in college instruction for apprentices. File started in April 1974.**Content** Monthly reports on enrolment by college. File started in Jan. 1969.**Confidentiality** Open file.**Confidentiality** Open file.**Availability** Summary statistics supplied on demand.**Availability** Summary statistics supplied on demand.**Contact** Assessment and Evaluation Section, Manpower Training Branch, telephone 965-6552.

MINISTRY OF EDUCATION/MINISTRY OF COLLEGES AND UNIVERSITIES

Colleges and Universities (cont'd):

Retention Indefinitely (at least 15 years)

Industrial Training (cont'd):

Storage Paper file

Retention Indefinitely (at least 15 years)

16 OMDP (Ontario Management Development Program) - Statistics

Objective To provide information on enrolment by course for statistical purposes and to justify funding.

Content Data on enrolment and exact hours by course and by college. File started in 1975-76.

Confidentiality Open file.

Availability Data normally available on demand.

Contact Manager, Special Projects Office, O.C.I.S., telephone 965-9511

Storage Paper file

Retention 5 years

18 OSAP (Ontario Student Assistance Program) Statistical File - Derived

Objective To provide statistical data on applicants for and recipients of student awards for routine dissemination and which may be publicly released.

Content Tabulations of the financial and personal attributes of student awards applicants and recipients. File started in 1976/1977.

Confidentiality Open file.

Availability Data normally available on demand

Contact Manager, Statistics Section, M.I.S.B., telephone 965-2609.

Storage Paper file

Retention Indefinitely (at least 15 years)

19 Special Bursaries and Awards for Post-Secondary Education

Objective To provide summary statistics on miscellaneous small volume scholarships, bursaries and fellowships.

Content Tabulation of applicants, awards, amount of award and total sums awarded (file started in 1967).

Confidentiality Open file.

Availability Data normally available on demand.

Contact Manager, Statistics Section, M.I.S.B., telephone 965-2609.

Storage Paper file

Retention Indefinitely (at least 15 years)

Student Awards:

17 OSAP (Ontario Student Assistance Program) Statistical File - Computer

Objective To provide data for statistical and for student awards planning purposes.

Content Personal and financial attributes of each student awards applicant. File started in 1976/1977.

Confidentiality Confidential file (category 2).

Availability See derived file: File listing 18.

Contact Policy Analysers and Development Section, Student Awards, telephone 965-7191.

MINISTRY OF EDUCATION/MINISTRY OF COLLEGES AND UNIVERSITIES

Colleges and Universities (cont'd):**Financial Summaries:****20 Financial Statements of Ontario Colleges of Applied Arts and Technology, Universities and Related Institutions**

Objective To provide financial information concerning the operations and year-end positions of the post-secondary institutions.

Content Audited financial statements

Confidentiality Open file.

Availability Data normally available on demand.

Contact Manager, Financial Services, telephone 965-3595.

Storage Paper file

Retention Indefinitely

Education:**Management Information Systems Branch:****21 Approved Experimental Courses Report**

Objective To determine the supply and demand for establishing new course guidelines and modifying existing ones.

Content Original Form ME215A (all pertinent data eg. course code and title, school number and name, board number and name); introduction date of course; date of approval or reapproval and termination date; also the estimated number of students and teachers.

Accessibility Open file.
Address enquiries to the Liaison Officer, telephone 965-6802.

Key Course code

Size 2000 courses (approx.)

Storage Computer file, hard copies

Retention Computerized file - 2 years, manual file - 10 years

22 Master Identification File (MIDENT)

Objective To provide a control file and inventory of the schools and boards of the province, using an unique numbering system to identify each unit. This provides the means to aggregate and disseminate data systematically. It provides one central data bank of names and identifications.

Content Official name and address of all schools and boards, identified by municipality, county and region.

Accessibility Open file.
Address enquiries to the Liaison Coordinator, telephone 965-6802.

Key Unique number for schools, boards, municipalities, counties and regions.

Size 10,000 records

Storage Computer disk

Retention Hard copy from 1966
Computer files from 1969

Financial Services Branch:**23 Legislative Grant Approvals for School Construction**

Objective To provide data with respect to school building projects approved for grant purposes. To provide data to Ontario Municipal Board and the Ontario Fire Marshal.

MINISTRY OF EDUCATION/MINISTRY OF COLLEGES AND UNIVERSITIES

Education (cont'd):

Financial Services Branch (cont'd):

Content Data on tentative approval cost and applicable grants, pupil loading, net functional floor area, accommodation units, sketch plans, working drawings, description of space and cost of furniture and equipment.

Accessibility Open file.
Address enquiries to the Assistant Chief Architect, Architect Services Section, telephone 965-4876.

Key Name of school and board and project number

Size 4,000 elementary schools and 635 secondary schools (approx.)

Storage Paper file

Retention Life of building plus three years

24 School Accommodation Inventory

Objective To identify the accommodation in each school in Ontario.

Content A description of all eligible spaces used for instructional purposes within a school.

Accessibility Open file.
Address enquiries to the Assistant Chief Architect, Architect Services Section, telephone 965-4876.

Key MIDENT (see above)

Size 5,000 (approx.)

Storage Magnetic tape

Retention Life of building plus three years

MINISTRY OF ENERGY

Strategic Planning and Analysis Group:

01 Crude Oil and Equivalent Propane/Butane and Unfinished Products Transported to Ontario via U.S.A.

Objective By means of summary tabulations and reports, provide supporting analysis for on-going Ministerial research and annual publications; provide responses to letter and telephone enquiries.

Content Aggregation of the monthly oil pipeline industry reports supplied by Statistics Canada.

Data include total Ontario receipts by source provinces, imports, exports and interprovincial transfers.

Accessibility Open file.
Address enquiries to Mr. Howard Trotman, Analyst, telephone 965-0530.

Key Date (monthly), petroleum cycle disposition
Size 15
Storage Paper files, 1963-1977
Retention 10 years

02 Imports of Fuels into Ontario by Source Country and Province of Clearance

Objective To monitor import quantities and price variations over time; provide supporting analysis for Ministerial use and annual publications; provide responses to letter and telephone enquiries.

Content Monthly import statements supplied by External Trade Division, Statistics Canada.

Data include quantity and value of imported fuel by source, country and province of clearance.

Accessibility Open file.
Address enquiries to Mr. Howard Trotman, Analyst, telephone 965-0530.

Key Exporting country, imported fuel type, date (monthly)
Size 30
Storage Paper files
Retention 10 years

03 Ontario Primary Energy Consumption by Energy Type

Objective To prepare and maintain data for internal Ministry use, answering correspondence and telephone enquiries and for annual publication.

Content Aggregate data developed from other files and published sources.

Data include total annual Ontario consumption of oil, natural gas, coal, purchased electricity, hydraulic electricity, and thermal generated electricity.

Accessibility Open file.
Address enquiries to Mr. Howard Trotman, Analyst, telephone 965-0530.

Key Record name
Size 6
Storage Paper files
Retention 10 years

MINISTRY OF THE ENVIRONMENT

Air Resources Branch:

Air Quality and Meteorology Section:

**01 Air Quality and Meteorology
Information System and Data Files**

Objective To provide data for determining air pollutant concentrations and to input other systems.

Content Data on the levels of air pollutants measured by a network of stations and meteorological data from several instrumented towers. The Air Pollution Index and the Alert System are determined from part of the information collected. This is the key air pollution monitoring data system for the province.

Accessibility Open file.
Address enquiries to the Section, telephone 965-0689.

Key Type of pollutant, station number and time

Size Not available

Storage Magnetic tape

Retention Indefinitely

Storage Files, computer print-outs. Summary print-outs are maintained by various branches

Retention 50 years

**03 Continuous Monitoring Station
Charts (Ref.: Schedule number
A-251)**

Objective An operational record used for measuring the air quality in Ontario and for establishing trends in air pollution.

Content Hourly strip chart recordings of continuous monitors, showing contaminants and pollutant concentrations in the air at various survey stations throughout Ontario.

Accessibility Open file.
Address enquiries to the Section, telephone 965-0689.

Key Region and station number

Size Not available

Storage Charts (rolled)

Retention By Branch: 2 years;
by Record Centre: 3 years

02 Continuous Monitoring Stations

Objective An operational record used for measuring the air quality in Ontario and for establishing trends in air pollution.

Content Hourly computer print-outs showing the various contaminant and pollutant concentrations in the air at the various survey stations in Ontario.

Accessibility Open file.
Address enquiries to the Section, telephone 965-0689.

Key Region and station number - colour code

Size Not available

**04 Emission Inventory - Air
Pollutants Computer Systems and
Data File**

Objective To provide rapid access to air management facts for staff of the Air Management Branch.

To provide input to Ontario Air Quality Simulation Models.

Content The system maintains an inventory of major point sources of pollutants, such as industrial plants, hospitals, municipal incinerators, and on area sources such as apartments, vehicles, works, residential areas, railroads, etc. for use in producing specific reports and for use in modelling for planning and control.

Air Resources Branch (cont'd):

Storage Files, plans
Retention 2 years by Branch

Air Quality and Meteorology Section (cont'd):

This file contains information on air pollutant emission or information used to estimate pollutant emissions for industries, commercial and public buildings, automotive, ships, railroads, residences, apartments.

Accessibility Open file.
Address enquiries to the Section, telephone 965-0689.

Key UTM Grid location and entry number

Size Not available

Storage Punch card and computer tape

Retention Continually updated by Branch

06 Lead Report - Monthly

Objective To monitor the lead and suspended particulate matter levels in the vicinity of lead smelting plants in the Toronto area.

Content Provides data on lead and suspended particulate matter and correlates these with wind data. The report includes lists showing the number of days sampled, geometric mean in Mg/m^3 for total sampling period, maximum daily concentration and the number of times measurements have exceeded 5 Mg/m^3 per day.

Accessibility Open file.
Address enquiries to the Section, telephone 965-0689.

Key Company name, concentration of lead, station number

Size Not available

Storage Paper file

Retention Not available

Criteria Development and Program Planning Section:

07 Air Quality Criteria Source Emission Standards - Air Pollution Regulations and Guidelines for Air Quality Management

Objective To provide a central file for all air pollution criteria, regulations and guidelines.

Content All air pollution criteria - regulations and guidelines and supporting data for their rationales.

Accessibility Open file.
Address enquires to the Section, telephone 965-5776.

Key Air Pollutants, Industries, Locations

Size 100 criteria (approx); added to annually by about 10 to 20 new criteria

Storage Paper file

Retention Indefinitely

05 General Files - Meteorology (Ref.: Schedule number A-128)

Objective Operational record used for making recommendations on the control of air pollution. Also used as a reference to facilitate in the acquisition of meteorological instruments.

Content Correspondence pertaining to various types of meteorological instruments used by this Section. In addition there is some general correspondence pertaining to subjects which fall within the responsibility of this Section. Also to be found are surveys and reports compiled by this Ministry and other Government Agencies, and related to studies conducted regarding the quality of air in certain areas of Ontario. Daily weather maps showing the meteorological conditions throughout Ontario are also included.

Accessibility Open file.
Address enquiries to the Section, telephone 965-0689.

Key Subject and code

Size Not available

MINISTRY OF THE ENVIRONMENT

Air Resources Branch (cont'd):

Phytotoxicology Section:

08 Phytotoxicological Assessment System

Objective Assessment of vegetation injury due to air pollution.

Enforcement of Environmental Protection Act with respect to the contamination of vegetation and soil.

Provision of timely and accurate information on vegetation and soil contamination to the Ministry personnel and outside agencies.

Content Contour maps showing the distribution of pollutants in vegetation and soil samples and statistical analyses of contamination levels in vegetation and soil samples. Data are available from 1973.

Accessibility Open file.
Address enquiries to the Section, telephone 965-4516.

Key UTM Coordinates and sources
Size 2000 records
Storage Magnetic tape
Retention By Branch: 10 years,
By Record Centre: 15 years

09 Vegetation Survey Files

Objective To maintain an operational record of surveys and analyses of air pollution injury to vegetation.

Content Field observations, chemical analyses and forms that report the results of investigations to determine the effects of air pollutants on vegetation.

Accessibility Open file.
Address enquiries to the Section, telephone 965-4516.

Key Subject, Ministry of the Environment region, sample number
Size Not available
Storage Paper file and computer
Retention Not available

Technology Development and Appraisal Section :

10 Hazardous Contaminants Information File

Objective To maintain current awareness information on hazardous contaminants and to maintain records which appertain to the Hazardous Contaminants Program.

Content The file contains: Copies of journal articles on relevant chemical substances, records of the Hazardous Contaminants Technical Committee, priority lists of hazardous substances and, reports generated by the Technical Committee.

Accessibility Open file.
Address enquiries to the Hazardous Contaminants & Research Planning Unit, telephone 965-4081.

Key Substance
Size Not available
Storage Paper file
Retention Indefinitely

11 Nanticoke Environmental Management Program (NEMP)

Objective To monitor air quality changes at the Nanticoke industrial development site.

The data are to be used in a dispersion model to compute concentration levels downwind from the Nanticoke industrial complex. This will be the primary input to an air pollution index and alert system being developed for the area.

MINISTRY OF THE ENVIRONMENT

Air Resources Branch (cont'd):**Technology Development and Appraisal Section (cont'd):**

Content The file contains data on the levels of air pollutants measured by a network of stations, and meteorological data from one instrumented tower.

The data constitute hourly average values of sulphur dioxide, various oxides of nitrogen, carbon monoxide, hydrocarbons, hydrogen sulphide, daily average suspended particulate values, and monthly precipitation amounts. Various constituents of the particulate and precipitation samples are also measured.

The system is under development.

Accessibility Open file.
Address enquiries to the Special Studies Unit, telephone 965-1634.

Key Type of pollutant, station number and time

Size Not available

Storage Not available

Retention Indefinitely

Vehicle Emissions Section:**12 Automotive Emission Analysis System**

Objective To store and analyse exhaust emission test results and technical data of selected motor vehicles tested in Ontario since 1969, to obtain trends and assist in development of emission control strategies.

To determine compliance of vehicles with The Environmental Protection Act, 1971 and Regulation 561/79.

Content Technical data and emission test results of over 85,000 motor vehicles (i.e. manufacturer, model year, size of engine, mileage, types of control devices, owner identification, HC and CO levels). System calculates statistical data for selected groups of vehicles and provides frequency graphs.

Accessibility Open file.
Address inquiries to the Section, telephone 965-4493.

Key Engine family (i.e. manufacturer, model year, displacement), mileage, owner group, test type

Size Approx. 85,000 records, with 8,000 new records added yearly

Storage Computer

Retention Indefinitely

13 Surveys and Reports

Objective The purpose of the data is: to determine efficiency of control systems; to compare controlled to pre-controlled cars; to provide information on emission degradation with mileage and use; to provide basis for Ontario emission factors; and, to provide general information for new legislation.

Content Reports prepared with the help of the Automotive Emission Analysis System.

Accessibility Open file.
Address enquiries to the Section, telephone 965-4493.

Key Engine family (i.e. manufacturer, engine displacement, model year), mileage, owner group, test type

Size Not available

Storage Paper file

Retention Indefinitely

MINISTRY OF THE ENVIRONMENT

Air Resources Branch (cont'd):

Environmental Approvals Branch :

14 Certificates of Approval

Objective Certificates of Approval are required by any individual, corporation or municipality which intends to generate, treat, handle, haul or dispose of waste materials.

Content The following types of certificates are issued: Industrial (industrial firms including mining) air or waste water facilities; municipal and private (municipalities and private systems) sewage or air pollution control facilities; solid waste disposal sites (7 different categories); waste management systems (collectors and haulers); septic tanks; licenses (haulers and installers).

Accessibility Open file.
Address enquiries to Mrs. Kemp,
Administrative Support
Section, telephone 965-6421.

Key Company name or
municipality; solid waste
disposal sites - by township

Size 12,800 files

Storage Paper file which
includes the certificates,
application forms and supporting
documentation

Retention 2 years after closure

15 Environmental Assessment File

Objective To provide ease of public access, in a central location, to documentation or undertakings submitted under The Environmental Assessment Act. Before the projects have been approved, the file provides a means of public information and thus facilitates public involvement. After approval, it provides a way of monitoring projects, of maintaining a local data base for future proposals, and of enhancing future education.

Content Environmental assessment documents and all supportive reports as submitted formally to the Ministry of the Environment, notices issued by the Ministry, submissions made on the proposed undertaking, all formal correspondence pertaining to the submission, and the provincial government review of the environmental assessment, plus information required to be filled by the proponent under conditions of approval or Minister's requirement; also, all exempted undertakings.

Accessibility Open file.
Address enquiries to the
Environmental Assessment
Section, telephone 965-3980.

Key EA file number

Size 600

Storage Paper file

Retention Indefinitely

MINISTRY OF THE ENVIRONMENT

Environmental Approvals Branch
(cont'd):

16 Environmental Assessment Project Information System

Objective To provide, on a regular basis, reports describing environmental assessment projects under review by the Ministry. These reports will also indicate the current status of each project. To provide selectively retrieved data on both current and completed environmental assessment projects conducted by the Ministry. To provide, initially, limited project control data. It is now being expanded or modified for project control and the possible computer production of certain aspects of the "EA Update" newsletter.

Content The types of information maintained in the system's data files include: file name; co-ordinator's (project manager) name; project description (suitable for inclusion in EA Update); subject area classification code; geographical area codes; project schedule and control information; name and address of proponent; and, name and address of consultant.

Accessibility Open file.
Address enquiries to the Environmental Assessment Section, telephone 965-3980.

Key File name, file number,
project coordinator
Size 626
Storage Computer
Retention Not available

17 Estimated Capital Expenditures for Industrial Waste Treatment Works - Water and Air

Objective Maintain an annual and a current total of the estimated value of the pollution abatement projects for which certificates of approval have been issued.

Content These data are the estimated costs of water and air pollution abatement devices and facilities taken from applications for certificates of approval. They are estimates only and may differ substantially from actual expenditures.

Water pollution data from 1967 to present.

Air pollution data from 1977 to present.

Accessibility Open file.
Address enquiries to the Industrial Approvals Section, telephone 965-6975.

Key Industry sector
Size Not available
Storage Paper file
Retention Not available

Financial and Administrative Services Branch:

18 Pollution Abatement Incentive Act Files (Ref: Schedule number A-183)

Objective These files contain records of grants made in relation to purchase of pollution control equipment from 1970 to 1977 in accordance with provisions of The Pollution Abatement Incentive Act.

MINISTRY OF THE ENVIRONMENT

Financial and Administrative Services
Branch (cont'd):

Content Amount of grant requested, description of the equipment in relation to which a tax equivalent grant is requested, and the degree to which the equipment reduces pollution of either air, water or land.

Documentation of purchase and payments of the applicable tax (either 5% or 7%). This information was summarized on the application form.

Applicants provided documentation, often included invoice copies and cancelled cheque copies, with a schedule outlining the major features of their claim in order to show adherence to the Act.

The data are available from 1973 to 1977. The act was terminated in 1977.

Accessibility Open file.
Address enquiries to Capital Financing and Revenue, telephone 965-2446.

Key Company (applicant), fiscal year

Size Not available

Storage Data stored consist of forms with the attached documentation needed to substantiate claim for a grant

Retention By Branch: One current year and one previous; by Record Centre: 5 years

Environment Information Services
Branch:

19 Daily Clipping Service

Objective To monitor environmental issues reported in the press.

Content Relevant articles from the Globe & Mail, Toronto Star and the Toronto Sun. Files are available from December, 1975.

Accessibility Open file.
Address enquiries to the Branch, telephone 965-1658.

Key Data

Size Not available

Storage Paper file

Retention Indefinitely

Legal Services Branch:

20 Prosecutions Lists

Objective To provide data to answer inquiries and to assess workloads of legal officers.

Content The data comprises lists of the prosecutions made under The Ontario Water Resources Act, The Ontario Environmental Protection Act 1973 and The Pesticides Act (updated monthly). Also the following items: name of the accused, the section under which the party was charged, the date of offence, fine and disposition of case.

Accessibility Open file.
Address enquiries to the Branch, telephone 965-7156.

Key Name of company or individuals, number of convictions, date of trial and fines

Size 50 per annum

Storage Paper file

Retention Indefinitely

MINISTRY OF THE ENVIRONMENT

Pollution Control Branch:

23 Utility Descriptor Location File
or 'Library File'

Development and Research Group :

21 Inventory of Research Projects
(Annual)

Objective To coordinate research efforts and inform interested parties about ongoing research in the Ministry and provide a basis for the production of the Annual Report.

Content Lists of research projects by Branch, which include: project title, key words, principle investigator, research category, objective, description, budget and source of funds and completion date.

Accessibility Open file.
Address enquiries to the Group,
telephone 248-3739

Key Not available

Size Not available

Storage Published reports

Retention Indefinitely

Municipal and Private Section :

22 Phosphorus Removal Program File
(Ref: Schedule number A161)

Objective To monitor phosphorus removal at sewage treatment plants in Ontario.

Content Data on the implementation of phosphorus removal from treatment plants of the province, including detail and cost, consultants' reports, and the amount of phosphorus discharge at the time of the study.

Accessibility Open file.
Address enquiries to Mr. J.
Archer, telephone 965-1655.

Key Sewage treatment plant

Size Not available

Storage Paper file

Retention Not available

Objective To consolidate all data on sewage and water treatment plants in one file.

Content The file provides data input to: the Utility Water Pollution Monitoring System, the Utility Long-Range Requirements Information System, the Utility Rate Review Information System and the Utility Project Management System.

The file contains the following types of data: Location of plant and outfall, sewage or water plant name, technical description of works, capacities, population served. The system includes data on all sewage and water treatment plants in the province.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-1655.

Key Works Number

Size 1600 records

Storage Computer

Retention Indefinitely

24 Utility Water Pollution
Monitoring

Objective To monitor and to provide the basis for evaluating the performance of sewage and water treatment plants. To provide the means for recording loadings into and out of water and sewage works, and being discharged to receiving waters. Stores data on the effectiveness of different types of facilities.

MINISTRY OF THE ENVIRONMENT

Pollution Control Branch (cont'd):

Municipal and Private Section (cont'd):

Content The system files contain data on items such as: chemicals used, populations served, chlorine residual and bypass data. Locations and descriptions of water and sewage plants and various control points within plants where monitoring information is required are specified. The system files also contain daily, weekly and monthly data submitted by plants detailing quantities and concentrations of various parameters measured and sampled at various control points in plants. Output files generated include the annual reports "Water and Wastewater Treatment Works", "The Wastewater Operating Summary" and "The Water Treatment Operating Summary".

Accessibility Open file.
Address enquiries to the Section, telephone 965-1655.

Key Works number
Size 280 records
Storage Computer
Retention Not available

Pesticides Control Section :

25 Classification of Pesticides and Pesticide Containers (Ref: Schedule Number A-242)

Objective To provide an operational record used as a guideline in classifying new pesticide compounds brought onto the market.

Content Correspondence, reports, investigations, toxicity data etc., used to determine classification, by type, of pesticides and pesticide containers as specified in Regulation 657 under The Pesticides Act.

Data are available from 1970.

Accessibility Open file.
Address enquiries to the Section, telephone 965-2401.

Key Pesticide names
Size Not available
Storage Paper files
Retention By Branch: 4 years

26 Licensed Pesticides Exterminators

Objective The purpose of this file is: to provide information on all licensed pesticides exterminators in the province of Ontario; to provide data for investigations regarding complaints received from the public; and, to control the use of pesticides by licensed personnel.

Content Information on all licensed operators and exterminators in Ontario.

Accessibility Open file.
Address enquiries to the Section, telephone 965-2401.

Key Different colour cards for different classes of licences
Size Not available
Storage Card wheel
Retention Indefinitely

MINISTRY OF THE ENVIRONMENT

Pollution Control Branch (cont'd):

Pesticides Control Section (cont'd):

27 Licensed Pesticide Vendors

Objective The purpose of this file is: to provide information on all licensed pesticide vendors in the province of Ontario; to provide data for investigations regarding complaints received from the public; and, to control the sale of pesticides by licensed personnel.

Content Contains information from application forms which all licensed pesticide vendors in the province of Ontario must provide.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-2401.

Key Not available
Size Not available
Storage Paper file in binders
Retention Indefinitely

28 Pesticides Information System

Objective To facilitate the production of licences, mailing address stickers, and for selective retrieval of licence related data.

Content Pesticide exterminator, operator and vendor licensee related data are stored. Licence renewal notices are produced as output. The pesticide licence master file is edited and updated with revenue received in payment of exterminator, operator and vendor fees.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-2401.

Key Not available
Size Not available
Storage Computer
Retention Not available

29 Pesticides Products Information System

Objective To maintain a current file of products in use in the province, for the production of pesticide product schedules associated with various classes of licences and for selective retrieval reporting to meet various needs.

Content Registered pesticide products and related data.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-2401.

Key Not available
Size Not available
Storage Computer
Retention Not available

30 Poison Control Information

Objective The purpose of this file is to provide data for use in emergency situations, illness, or death caused by accidental treatment and to provide data for preventative treatment.

Content Contains information on chemical composition, toxicity, first aid and antidotes.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-2401.

Key Generic, chemical or common name (filed alphabetically)
Size Not available
Storage Card system
Retention Indefinitely

31 Registered Custom Sprayers

Objective To provide information on the spraying done on land used for animal and plant production.

MINISTRY OF THE ENVIRONMENT

Pollution Control Branch (cont'd):

Pesticides Control Section (cont'd):

Content Contains data from application form which all registered custom sprayers in Ontario must complete.

Accessibility Open file.
Address enquiries to the Section, telephone 965-2401.

Key Not available

Size Not available

Storage Paper file

Retention Indefinitely

32 Research Grants File

Objective To provide an operational record which may be used to ensure pesticide research is up to date and that projects receiving a grant carry out research as submitted.

Content Submissions from researchers (mainly in universities and established research centres) outlining projects on pesticides for which they are requesting a grant.

After a project is selected for a grant, the file will also contain: amount of grant; estimated duration of project; interim progress reports; and, a final report which is submitted when research is finalized.

The data are available from 1973.

Accessibility Open file.
Address enquiries to the Section, telephone 965-2401.

Key Year

Size Not available

Storage Paper files

Retention By Branch: 4 years

33 Technical Information Files (Pesticides)

Objective To provide data to advise government officials on the status of any particular chemical, i.e. chemical composition, toxicity, formulations and rises.

Content Technical information of pesticide products sold, distributed and used in Canada, U.S.A., England and other countries.

Accessibility Open file.
Address enquiries to the Section, telephone 965-2401.

Key Chemical nomenclature

Size Not available

Storage Paper file

Retention Indefinitely

Project Coordination Branch:

34 Utility Project Management System

Objective The data output from this system: facilitate the scheduling and re-scheduling of projects; facilitate reporting on the status of projects; provide the means of exercising tighter control with respect to progress on projects; provide the means for adopting a more responsive and flexible approach with respect to the forecasting of capital expenditures; and, provide the means for maintaining up-to-date information on outside agency performance for evaluation purposes.

Content The system files contain data on: cost of projects, contractors and consultants, CMHC funding, subsidy provided by the Province, schedule of activities on project and contract. Generates a monthly report and periodic reports about schedules and cash requirement projections.

MINISTRY OF THE ENVIRONMENT

Projection Coordination Branch
(cont'd):

Accessibility Open file.
Address enquiries to Mr. C. Letman, Project Control, Coordination Section, telephone 965-1371.

Key Not available

Size Not available

Storage Computer

Retention Not available

Regional Branches :**35 Control Orders, Requirements and Directions and Program Approvals**

Objective To indicate what the Ministry of the Environment is requiring of specific polluters.

Content Control Orders and Program Approvals that are issued under the authority of The Environmental Protection Act, 1973.

Requirement and Direction statements that are issued under The Ontario Water Resources Act.

These instruments are usually issued to industrial polluters, individuals and municipalities and specify how much a polluter is supposed to reduce emission loadings. A time-table is also specified and in some cases, specific treatment equipment is required. These instruments are changed from time to time.

Accessibility Open file.
Address enquiries to the Assistant Deputy Minister's office, regional offices and district offices.

Key Company name

Size Not available

Storage Paper file

Retention Indefinitely

Water Resources Branch :**Administrative and Data Services Section :****36 Bibliography Files**

Objective To provide access to references of interest to members of the Branch.

Content Reprints, reports and filed materials stored in Branch.

A file of technical references (on cards) is also computerized and includes intra Branch technical correspondence on environmental problems; as well as reference to articles, books, etc. which have been read by technical staff and are considered worthy of referencing.

Accessibility Open file.
Address enquiries to the Section, telephone 965-6141.

Key Not available

Size Not available

Storage 3 x 5 cards, computer

Retention Not available

Hydrology and Monitoring Section :**37 Daily Flows - Rivers and Streams in Ontario (Hydrologic Information System)**

Objective To provide data for water quantity evaluation.

Content Data on flow values for rivers and streams in Ontario.

Accessibility Open file.
Address enquiries to Mr. D. Terry, Chief of Networks, telephone 965-6995.

MINISTRY OF THE ENVIRONMENT

Water Resources Branch (cont'd):

Administrative and Data Services
Section (cont'd):

Key Station number
Size 40,000 (includes federal
data)
Storage Magnetic tape
Retention Indefinitely

Accessibility Open file.
Address enquiries to the
Section, telephone 965-2105.

Key Not available
Size Not available
Storage Computer, operational
Retention Not available

38 Hydrologic Data Master File
(Hydrologic Information System)

Objective To record hydrologic
parameters data for such
parameters as snowfall,
rainfall, evaporation,
streamflow, etc.

Content The file contains:
hydrologic station
identification number; time of
recording; parameter code; and,
parameter value.

Accessibility Open file.
Address enquiries to Mr. D.
Terry, telephone 965-6995.

Key Station number
Size 30,000
Storage Magnetic tape
Retention Indefinitely

Objective To solve problems
dealing with evaluation, design,
management and regulation of
river basin water resources.

The output data provide a basis
for understanding the hydrologic
cycle associated with major
climatic and geologic areas, to
reconstruct past and present
conditions and to predict future
events relating to hydrologic
phenomena.

Content The stored data are:
precipitation,
evapotranspiration, temperature,
net radiation and other
pertinent hydrologic data.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-6995.

Key Not available
Size Not available
Storage Computer
Retention Not available

39 Hydrologic Information System

Objective To facilitate the
assessment and planning
functions associated with the
management of river basin water
resources.

Content The following data are
stored: rainfall, snow melt,
soil moisture, and streamflow.
The streamflow analysis programs
developed to analyse mean daily
flow data gathered from
streamflow gauging stations have
been incorporated into the
Hydrologic Information System
which provides selective
retrieval reports as required,
provides data for the Hydrologic
Model, and is used for the
plotting of data for specific
parameters.

41 Sample Information System - Data
Analysis

Objective To provide various
analysis facilities for
assessment and planning purposes
through the use of: S.P.S.S.
and other statistical programs;
contour plotting using SYMAP;
graphical plotting techniques;
computer output microfilm (COM);
data exchange programs; polygon
retrieval techniques.

Content The base files are
described in file listing 52 for
the Ministry. Output files are
analyses of the data in the Data
Bank.

MINISTRY OF THE ENVIRONMENT

Water Resources Branch (cont'd):**Hydrology and Monitoring Section
(cont'd):**

Accessibility Open file.
Address enquiries to the
Section, telephone 965-6995.

Key Not available
Size Not available
Storage Computer
Retention Not available

42 Sample Information System (SIS)**—Data Storage and Retrieval**

Objective To provide a means of summarizing water quality data from sampling stations throughout the Province through: a standard sample results master file format for storage of Ministry sample results data; a standard input and master file format for storage of sample point locations and descriptions; data retrieval methods to meet the requirements of the Ministry's branches; facilities for expansion or modification to accommodate new data; and, an interface between the Laboratory Information System and the storage and retrieval needs of the Ministry's operating branches.

Content Data on file are: water quality data collected at stations set up in lakes and rivers throughout the province; and, location, and time of sampling.

(SIS is a generalized automated storage and retrieval system designed to edit, store and retrieve sample submission/results data processed in the laboratories of the Ontario Ministry of the Environment. It also provides the capability for including sample submission/results data from other agencies upon reformatting to meet the system's requirements. SIS now serves all sample results files by a means of a conversion process. Analysis involves the use of these data in computerized programs, statistical or other, designed for the purpose.)

Accessibility Open file.
Address enquiries to the
Section, telephone 965-6995.

Key Not available
Size Not available
Storage Computer
Retention Not available

MINISTRY OF THE ENVIRONMENT

Water Resources Branch (cont'd):

Hydrology and Monitoring Section
(cont'd):

43 Water Taking Information System

Objective The objectives of the water-taking system are: to assess demand for water supplies; to assess areas of critical supply and demand; to assess the impact of new demands on supply; to assist in the preparation of specific water-use studies; and, to minimize administrative and clerical time associated with the processing of water-taking permits and other related documents and reports.

Content Data derived from water-use applications describing the source of water supply, the method of taking, the quantities involved, the purposes for the water, etc. Various types of reports are produced for assessment and control purposes.

Accessibility Open file.
Address enquiries to the Section, telephone 965-6995.

Key Not available

Size Not available

Storage Computer

Retention Not available

44 Water Well Contractors List

Objective To provide names and addresses of licensed water well drillers and borers corresponding to a numeric code.

Content Driller code, name and address.

Accessibility Open file.
Address enquiries to Mr. Bill McClenaghan, Chief Water Well Inspector, telephone 965-2105.

Key Driller code

Size 2,000

Storage Magnetic tape and disk

Retention Indefinitely

45 Water Well Information System

Objective To process data on the location, depth and yield of water wells in Ontario. Input data taken from the Water Well Records File.

Content Records of all water wells drilled, bored or dug by drilling contractors in Ontario since 1947, indicating location of well, ownership, depth, geologic log, construction data, well yield, screen and casings, etc. used. Catalogues of water wells are published on a county basis.

Accessibility Open file.
Address enquiries to Mr. J. Miller, Well Management Geologist, Networks Unit, telephone 965-6995.

Key 5 digit municipal code for location of well, river basin, UTM codes

Size 220,000 records to 1977, increase annually by 10,000

Storage Paper file, microfiche and magnetic tape

Retention Indefinitely

46 Water Well Municipal File

Objective To provide an inventory of municipalities that obtain water from wells.

Content Municipal code, municipal name and classification, county name.

Accessibility Open file.
Address enquiries to Mr. J. Miller, Well Management Geologist, telephone 965-6995.

Key Municipal code

Size 4,000

Storage Magnetic tape and disk

Retention Indefinitely

MINISTRY OF THE ENVIRONMENT

Water Resources Branch (cont'd):

Hydrology and Monitoring Section
(cont'd):

47 Water Well Records (Ref: Schedule numbers A-252 and A-49)

Objective An operational record is used to determine the water output of a well; to establish guidelines for the safe withdrawal of water from a well; for preparation of ground water surveys and development of potential ground water sources, for environmental impact assessment of waste disposal sites based on the hydrology of an area; for the environmental impact assessment of an area for use as a deep well disposal site; for environmental impact assessment of highways, roads, etc., on ground water flows; and, for the assessment of an area's potential industrial mineral resources e.g. gravel.

Content Water well record sheets relating to private ground water wells throughout Ontario and containing the following information:

- size and depth of well
- type, quality, appearance and purpose of water extracted
- description of overburden and bedrock materials found during drilling and depths to which they extend
- names and address of owner and driller of well
- related hydrological and geological data

Users include: Ministry engineers, Ministry of Natural Resources, Ministry of Transportation and Communications, private consulting engineers, drillers, hydrologists, university professors, students, environmentalists and the general public. By county, township, concession, lot number.

Accessibility Open file.
Address enquiries to the Section, telephone 965-6995.

Key Well code number
Size Not available
Storage Paper files, microfilm
Retention Not available

Planning and Coordination Section :

48 Water Quality Information System -Great Lakes Surveys (Ref: Schedule number A-47)

Objective To facilitate backup should any problems be encountered with the computer tapes of the system.

Content Computer cards, deck sheets and bench sheets containing water sampling information, such as: environmental conditions at time of sampling; location, date, time and depth, of sampling; on board chemical analysis; laboratory, chemical, bacteriological, and biological analysis, for the Great Lakes. Data are available from 1971.

Accessibility Open file.
Address enquiries to the Section, telephone 965-6954.

Key Assigned laboratory number
Size Not available
Storage Paper files, cards
Retention By Branch: 1 year; by Record Centre: 4 years

49 Water Quality Information System - Recreational Lakes Survey (Ref: Schedule number A-46)

Objective To facilitate backup should any problems be encountered with the computer tapes of the system.

MINISTRY OF THE ENVIRONMENT

Water Resources Branch (cont'd)

Planning and Coordination Section (cont'd)

Content Computer cards, deck sheets and bench sheets containing water sampling information, such as location, date, time, and depth of sampling, on board chemical analysis laboratory, chemical, bacteriological, and biological analysis, for recreational lakes. Data are available from January 1972.

Accessibility Open file. Address enquiries to the Section, telephone 965-6954.

Key Laboratory number

Size Not available

Storage Paper files, cards

Retention By Branch: current year only by Record Centre: 5 years

Content Wind harbour configuration, water current and water meter, industrial and municipal loadings and dispersion data. Output includes a time history of the water quality on a grid superimposed on the harbour, and plots of current patterns at various selected time points. (This provides the means for studying the chemical and biological processes existing, and assessing the possible effects of changing the configuration of the harbour and the industrial and municipal loadings discharged into it.)

Accessibility Open file. Address enquiries to the Section, telephone 965-6141.

Key Not available

Size Not available

Storage Computer

Retention Not available

Water Modelling Section:

50 Current Meter Readings

Objective To provide data for statistical reports on water movement and in developing water movement models.

Content Readings of currents, temperature and direction for a particular location within a 10-minute interval.

Accessibility Open file. Address enquiries to Mr. B. Kohli, telephone 965-4590.

Key Location, date, time

Size 100,000

Storage Magnetic tape

Retention Not available

52 River Basin Water Quality Simulation Models

Objective To simulate the effect of wastewater discharges on water quality in a model which describes the possible effects of various planning decisions with respect to low flow augmentation, different waste loading treatment levels, and different quantities of waste flow. The results are used to assist in developing comprehensive guidelines for the management of water resources with a view to providing sufficient water of high quality for recognized water uses and protection against flooding and erosion. (A similar approach was used in a Thames River Basin Study. This model, incorporating modifications and adjustments as required, will also be used in a Grand River Basin Study.)

51 Lake Dispersion Model

Objective To simulate the dispersion of contaminants throughout a lake and estimate the effects on water quality.

MINISTRY OF THE ENVIRONMENT

Water Resources Branch (cont'd):

Water Modelling Section (cont'd):

Content Data describing the physical characteristics of the river reach, streamflow data, chemical reaction coefficients, industrial and municipal loadings, sunlight intensity and rates of photosynthesis of aquatic plants, and other pertinent data.

Accessibility Open file.
Address enquiries to the Section, telephone 965-6141.

Key Not available
Size Not available
Storage Computer
Retention Not available

53 Water Quality Meter Readings

Objective To provide data for a series of programs for statistical analyses of water quality parameters and for development of models for the water environment.

Content Data on hourly readings of temperature, depth, dissolved oxygen, suspended solids, pH and conductivity of water in given locations.

Accessibility Open file.
Address enquiries to Dr. D. Poulton, telephone 965-4590.

Key Location, time, date
Size 70,000
Storage Magnetic tape
Retention Not available

Waste Management Branch:

Waste Management Systems Planning Section:

54 Derelict Motor Vehicle (DMV) File

Objective To access quickly data from the Derelict Motor Vehicle Recovery Program.

Content Contracts for recovery of DMVS by municipality, DMV sites, subsidies paid by Ministry of the Environment, number of cars collected, costs of collection and removal, amount of DMVs sold for scrap.

Accessibility Open file.
Address enquiries to J. Petoia, telephone 965-9670.

Key Municipalities
Size Not available
Storage Paper file, computer
Retention Not available

55 Transfers of Liquid Industrial Wastes (Waybill System)

Objective To ensure every load of waste that is generated is received at an authorized disposal site.

To produce statistical reports.

To ensure that all shipments of liquid industrial waste are reported to this file as required by regulation.

Content Names of waste sources and generators, disposal site (name of owners), waste carriers and haulers, quantities and description of wastes, methods of final disposal. N.B. Shipments to recycling and reclamation operations are exempt from reporting to this file.

MINISTRY OF THE ENVIRONMENT

Waste Management Branch (cont'd)

Waste Management Systems Planning
Section (cont'd):

Accessibility Open file.
Address enquiries to D. Tolson,
telephone 965-9670.

Key Source, receiver, carrier,
type of waste, date, method of
disposal

Size Not available

Storage Word-processing system

Retention Not available

Waste Utilization Section:

56 Experimental Resource Recovery
Plant Records -- Monthly
Summaries

Objective To record the
performance of the Experimental
Resource Recovery plant.

Content The file contains
monthly totals of the following
data: receipts of solid wastes
received by plant, tons of
wastes processed, tons of wastes
transferred and hauled directly
to land fill disposal, tons of
secondary materials and refuse
derived fuel produced.

Accessibility Open file.
Address enquiries to N. Ahlberg,
telephone 635-9691.

Key Wastes processed, wastes
transferred, secondary material
products

Size Not available

Storage Paper file

Retention Not available

MINISTRY OF GOVERNMENT SERVICES

Accommodation Division:**Design Services Branch:****01 Government Parking Inventory
January 1975**

Objective To review and administer parking policy.

Content An inventory of all government parking facilities, both leased and owned in the 28 largest Ontario municipalities as categorized by indoor/outdoor stalls and user ministry.

Commercial parking market information as of Oct. 1976, Oct. 1977 and July 1979 is also available.

Accessibility Open file.
Address enquiries to Mr. D. Dastur, Director, telephone 965-2108.

Key Municipality, civic address, ministry
Size 600
Storage Paper file; possibly magnetic tape in future
Retention Indefinitely

**02 Government Parking Inventory -
Updated Parking Zone Maps - 1979**

Objective Attachment to government parking inventory.

Content Parking zone maps which indicate Ontario Government facilities with and without parking in the central, intermediate and peripheral zones of the major Ontario municipalities.

Accessibility Open file.
Address enquiries to Mr. D. Dastur, Director, telephone 965-2108.

Key Municipality, zone

Size 20 maps plus zone descriptions

Storage Mylar base maps, updated master prints

Retention Indefinitely

Program Management Branch:**03 Design and Construction Program
1979/80 (Blue Book)**

Objective To summarize construction projects which have been undertaken or are proposed by the Ministry, in accordance with its mandate to provide accommodation facilities for Ministries and Agencies of the Ontario Government.

Content Includes Major Capital projects which have been completed in the past year, projects approved for construction and projects in various stages of construction and design. In addition, it lists Minor Capital, Lease-Purchase and Accommodation Alterations projects which are currently underway or approved for implementation during the forthcoming fiscal year.

Accessibility Open file.
Address enquiries to Mr. A.E. Henein, Director, telephone 965-2172.

Key Subject
Size 75 pages - 11" x 9"
Storage Paper file
Retention Indefinitely

MINISTRY OF GOVERNMENT SERVICES

Administration Division:

Finance Branch:

04 Financial Information System

Objective Provides a total record of all Ministry of Government Services financial transactions related to appropriations, revenue, accounts receivable, budgets, buildings, work orders, vendors, branches, etc.

Content See Ministry of Government Services User's Guide for sub-systems and range of files.

Accessibility Open file.
Address enquiries to Mr. V.M. Chaves, Director, telephone 965-2153.

Key Ministry of Government
Services account codes

Size Varies with sub-system

Storage Magnetic tape

Retention Varies with sub-system
reports, 5 year maximum

MINISTRY OF HEALTH

Persons requesting statistics from the Ministry of Health should direct enquiries to the appropriate Branch or Section. Consult the most recent Government of Ontario Telephone Directory for the address and local telephone number. Where necessary, route enquiries through the Central Switchboard, telephone 965-1211.

Health Insurance Division:**Insurance Claims Branch:****01 Claims File**

Objective To provide the data for producing OHIP insurance statistical reports and physician profiles.

Content Monthly claims received by OHIP containing practitioner number, patient name, OHIP number, diagnosis and service.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key OHIP number,
physician/practitioner number
Size Five million per month
(approx.)

Storage Magnetic tapes
Retention 7 years

02 Discharge Reports for all Persons Form 106D

Objective To supply statistics to approved sources.
To check completion of work at hospitals.
To answer correspondence.
To check third party cases.
To pay hospital claims.

Content Discharge reports for all persons discharged from or deceased in an active treatment hospital. Information includes diagnosis and surgical procedures, hospital charges and residence coding for the years 1968-74, 1st 6 months of 1975, and the years 1976 and 1977.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Hospital register number and OHIP certificate number

Size 1.3 million

Storage Microfilm, computer tape

Retention Microfilm - 1 year,
magnetic tape - indefinitely

03 134-84 - Report of Out-Patient Therapy

Objective To record patients receiving out-patient therapy in Ontario hospitals.
To provide payment to private and Federal hospitals in Ontario.
To answer correspondence.
To check third party liability.

Content A report of all out-patient therapy treatments provided in Ontario hospitals.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Hospital, date of service
Size 250,000

Storage Paper file

Retention 1 year, plus current year

04 Out-of-Province Claims - Form 120

Objective To provide data to determine payment to out-of-province hospitals for insured residents.

Content The forms for admissions to and out-patient services in hospitals outside Ontario which are submitted under OHIP.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

MINISTRY OF HEALTH

Health Insurance Division (cont'd):

Insurance Claims Branch (cont'd):

Key Patient's name and year paid
Size 15,000
Storage Paper file
Retention 1 year plus current year

05 Out-of-Province Land and Air Ambulance Claims

Objective To provide data to determine payment to insured residents for land and air ambulance services and payments to hospitals for air ambulance services.

Content Claims for out-of-province land and air ambulance services.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Alphabetically by patient's name or hospital and date of service
Size 4,000
Storage Paper file
Retention 1 year plus current year

06 Out-Patient Day Care Report (Form 3117-84)

Objective To record patients receiving out-patient day care in Ontario hospitals.

To provide payment to private and Federal hospitals in Ontario.

To answer correspondence.

To check third party liability.

Content A record of all out-patients receiving day care. This includes elective diagnostic and treatment procedures, endoscopic procedures, renal dialysis and chemotherapy (implemented January 1, 1977).

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Hospital, date of service
Size 187,028 (for 1977-78 fiscal year as of May 1978); 350,000 for fiscal year 1978-79
Storage Paper file, magnetic tape
Retention Not yet established

07 Physiotherapy Claim Form 525-84

Objective To make payment to private physiotherapy facilities.
To create statistics.
To check services provided.
To answer correspondence.
To establish third party liability.

Content Data on private physiotherapists claiming reimbursement from OHIP which includes name of physiotherapist, facility used, patient name, service rendered.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key OHIP number, facility used
Size 61,000
Storage Magnetic tape
Retention Hard copy, 1 month plus current; microfilm, 2 years

MINISTRY OF HEALTH

Health Insurance Division (cont'd):

Insurance Claims Branch (cont'd):

08 Third Party Recovery File (Form 115 Hospital Accident Reporting)

Objective To provide data to investigate the extent of responsibility of a third party.

To determine the cost of insured services involved.

To outline the details of the settlement and the amount recovered by the Ministry.

Content

1. Accident reports
2. Questionnaire form
3. Listing of confinements
4. Correspondence
5. Medical information

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Name of injured person, file number, OHIP number

Size 5-10,000 per annum (variable)

Storage Paper file

Retention 7 years - indefinitely in cases where future hospital care is necessary

2. Dispensing Agent Data
 - Pharmacy number
3. Drug Data
 - Drug index number
 - Principal code group
4. Claim Data
 - Dispensing date
 - Drug quantity
 - Rx number
 - Price claimed
 - Price paid
 - Fee paid
 - Date paid
 - Explanatory code
5. Control Data
 - Invoice line
 - Invoice number
 - Microfilm number

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Eligibility number

Size 23 million records

Storage Magnetic tape, microfilm

Retention Maximum 15 months, minimum 12 months based on dispensing date. When 15 months, three months are purged to a retention file. The retention file is maintained on tape for 1 year and then retained on microfilm for 7 years

10 Formulary File

Ontario Drug Benefit Branch:

09 Claims History File - ODB

Objective To record all validated drug claims for statistical purposes.

Content Information includes

1. Recipient Data
 - Plan code
 - Eligibility number
 - Participant number
 - Surname
 - First name

Objective To record information and data on all drugs listed in the Drug Benefit Formulary

Content Information includes

1. Drug Data
 - Principal code group
 - Drug identification number
 - Generic name
 - Brand name
 - Strength
 - Dosage form
 - Individual and group price
 - Period of authorization
2. Control Data
 - Principal code group number
 - Drug identification number

MINISTRY OF HEALTH

Health Insurance Division (cont'd):

12 Eligibility File

Ontario Drug Benefit Branch (cont'd):

Accessibility Information is reproduced for public information.

Key Principal code group number
Size 2,600

Storage Disc

Retention On ongoing basis.
Reviewed, updated and adjusted every 6 months

11 Pharmacy Master File

Objective To record all participating pharmacies and participating dispensing physicians.

Content Information includes

1. Pharmacy Data
 - Pharmacy number
 - Pharmacy name
 - Pharmacy address
 - Pharmacy tel. no.
 - Nursing homes and homes for aged serviced by specific pharmacy.
2. Payment Data
 - Fee allowed
 - Dates fees are applicable
 - Pharmacy type
 - Pay code
 - Interim payment
3. Pharmacists Data
 - Pharmacist's name
 - Pharmacist's sex
 - Pharmacist's title

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Pharmacy number
Size 2,450 records
Storage Disc, tape
Retention 3 years

Objective To record all eligible recipients for statistical purposes.

Content Information includes Recipient Data

- Plan code
- Eligibility number
- participant number
- Surname
- First name
- Birth date (Family Benefit only)
- Sex (Family Benefit only)
- Period of eligibility
- Social Insurance Number (Occasionally)
- OHIP Number (Family Benefit only)

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Eligibility number

Size 1.3 million records

Storage Magnetic tape, microfilm

Retention Active - 7 years
Inactive - 1 year from last activity

Finance and Administration Division:

Finance and Accounting Branch :

13 Accounts Payable Detail File (APM006P1)

Objective To store all paid transactions for the current fiscal year.

To provide data to prepare all Public Accounts reports and any special request reports.

MINISTRY OF HEALTH

Finance and Administration Division
(cont'd):**Finance and Accounting Branch**
(cont'd):**Content** Information includes:

1. Vote, item number
2. Branch and section
3. Vendor name and number
4. Transaction amount

The file begins in 1976/77.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Vote, item, branch, section, COCE, vendor number

Size Cumulative for current fiscal year at rate of 35,000/month

Storage Magnetic tape

Retention Indefinitely

14 Accounts Payable Vendor Master File (APD007M1)

Objective To keep a record of the amount paid to each vendor.

To provide the current name and mailing address for each vendor.

To generate name and address on Treasury payment control tape for each Remittance Advice, which is used to automatically produce the payment cheque.

Content Approximately 16,000 vendors each containing 3 lines of name, 4 lines of address, date on file, date of last name or address change, cumulative invoices amount and date of latest invoice, cumulative other transaction amount and date of last other transaction and the combined total amount. This file is updated in every daily run and therefore shows current status on a daily basis.

The file begins in 1976-77.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key 6 digit vendor number (numeric sequence denotes alphabetic sequence)

Size 16,000 vendors

Storage Magnetic tape

Retention Indefinitely

15 Accounts Payable VIBSA Master File (APD011M1)

Objective To supply the daily and month-end systems with tables which are used for editing of transaction coding.

To maintain a record of expenditures and current balances to supply descriptive names to all levels of coding.

Content A description for each numeric code plus other controlling codes and amount of transaction where applicable.

The file begins in 1976-77.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Vote, item, branch, section, common object code of expense

Size 1,400 records (approx.)

Storage Magnetic disk

Retention Indefinitely

16 Financial Management Control System (IFAA20M1)

Objective To retain the cumulative spending amounts for each administrative unit for the accounts payable month-end reports to the current fiscal year.

MINISTRY OF HEALTH

Finance and Administration Division
(cont'd):

Finance and Accounting Branch
(cont'd):

Content Details by program, activity, executive control, branch, unit, common object code, descriptive name, cumulative spending amount and yearly appropriation.

The file begins in 1978-79.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Report program, activity, executive control, branch, unit, and common object code of expense

Size Approximately 11,000 records at the beginning of the year and increases with each month-end run

Storage Magnetic tape

Retention Indefinitely

17 Resident Data File

Objective To monitor patient load in Homes for Special Care and Extended Care Homes.

Content

1. Current individual residents' files.
2. Current files on Nursing Homes and Residential Homes.
3. Closed residents' files.
4. Closed files on Nursing Homes and Residential Homes.
5. General files.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Resident account numbers, OHIP number, birthdate

Size 48,000

Storage Paper file, magnetic tape

Retention Individual Resident Files:

H.S.C. - 6 years after death or discharge and account paid or written off

E.C. - 2 years after death or discharge subject to Provincial audit

Home Files:

H.S.C. and E.C. - 1 year after closure of home

Fiscal Resources Branch:

18 Hospitals and Other Facilities Budgets

Objective To provide data on the operating costs of all hospitals and other health facilities.

To determine the cash flow of the hospitals and other facilities.

Content Annual operating budget prepared and submitted by public and private hospitals, health units, home care facilities, crippled children's treatment centres and ambulance services.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated. Records custodian is the Office Services Supervisor, telephone 965-8025.

Key Name of hospital or facility

Size 363

Storage Paper file, magnetic tape

Retention 5 years

MINISTRY OF HEALTH

Finance and Administration Division
(cont'd):

Fiscal Resources Branch (cont'd):

**19 Hospitals and Other Facilities
Final Settlements (Audited
Financial Statements and
Statistical Returns)**

Objective To provide data on actual historical operation of each hospital and related facility.

To determine final operating funds acceptable for each calendar year by means of detailed comparisons with the approved budget.

To provide basis for forecasting budgets.

Content Annual audited financial statements with supplementary schedules and statistical returns of each hospital, i.e., Annual Returns of Health Care Facilities (federal document) together with supporting schedules (HF series) as required in Ontario. Financial statements are received from health units, home care, crippled children's treatment centres, ambulance services and nursing homes.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated. Records custodian is the Office Services Supervisor, telephone 965-8025.

Key Name of hospital or facility
Size 746

Storage Paper file, magnetic tape

Retention 5 years for nursing homes, 10 years for the rest

**20 Hospitals and Other Facilities
Operating Statements**

Objective To provide data on the actual operating performance of each public hospital and other related health facilities.

To relate actual performance to the approved budget.

To provide explanations of variances.

Content Monthly operating statements from health units, home care facilities, crippled children's treatment centres and hospitals; quarterly operating statements from nursing homes.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated. Records custodian is the Office Services Supervisor, telephone 965-8025.

Key Name of hospital or facility
Size 746

Storage Paper file

Retention For nursing homes, 5 years, for the rest, 2 years

Direct Services Division:

Ambulance Services Branch:

**21 Ambulance Log Book (Operating
Costs, Maintenance Costs and
Performance)**

Objective To provide data for control and evaluation of the performance of E.H.S. ambulance fleet and for vehicle research.

Content Data on operating and maintenance cost and performance statistics of the vehicles.

Accessibility Open file.

Key Vehicle Number
Size 450

Storage Multiple paper files, magnetic tape

Retention Financial Records - 7 years

MINISTRY OF HEALTH

Direct Services Division (cont'd):

Laboratory Services Branch:

Ambulance Services Branch (cont'd):

24 Statistical Records - Laboratory

22 Ambulance Vehicles

Objective To maintain a record of all ambulance services.

Content The file contains information on the basic cost and equipment for each vehicle, the location of ambulance vehicles in Ontario and also Ambulance Manpower Planning Reports.

Accessibility Open file.

Key Name and file number A.S.B. vehicle number

Size 450

Storage Paper file

Retention 7 years

23 OASIS (Ontario Ambulance Services Information System)

Objective To provide data to monitor the casualty care rendered by Ontario ambulance fleet including the analysis of the time, space allocation (labour and capital), casualty care training requirements, communication, cost and casualty care rendered variables of the ambulance system.

Content Data on the time, space, patient observations, casualty care rendered, weather, road conditions, etc. for every ambulance call.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Call number, dispatch centre, services observations

Size 550,000 annually

Storage Multiple paper file, magnetic tape

Retention Incident Reports - 3 years

Objective To assess trends in workload as an aid in planning future requirements. To provide data for annual reports.

To provide data for comparisons of cost per year. To provide data for the Branch test cost-accounting system.

Content Data from the analysis of specimens including the number of DBS units scored by month and by laboratory (when applicable). Annual data are available from 1975.

Accessibility Open file.

Key Year and laboratory

Size 24

Storage Paper file

Retention Monthly data - 2 years
Yearly data - indefinitely

Institutional Division:

Institutional Planning Branch:

25 Room Measurement Records

Objective To establish official ratings of the hospitals only at the time of completion or when expansion takes place. After completion or expansion of a facility, changes in ratings are determined by Institutional Operations and Data Development Branches. (These ratings are used in annual publications).

Content Original data for each public hospital listing all patient rooms, showing classification of service, i.e. surgical, medical, obstetrics, etc., also dimensions of room, net floor area, number of beds, whether private, semi-private or standard and the ministry's official rating only upon the completion of a facility.

MINISTRY OF HEALTH

Institutional Division (cont'd):

To provide statistics concerning medical X-ray owners.

Institutional Planning Branch (cont'd):

Content Information pertaining to inspection of installed medical X-ray units.

Data are available from 1959.

Accessibility Open file.

Information and correspondence re: installations of x-ray units, overdose of radiation exposure, type of X-ray unit, location and other related matters.

Key Alphabetical by location

Size 235

Storage Paper file

Retention Indefinitely

Data are available from 1970.

Inspection Branch:**26 Nursing Homes and Homes for Special Care**

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Objective To provide data to monitor the standards for each home, etc.

Key Registration number

Size 4,500

Storage Paper file

Retention Indefinitely

Content Records, reports and correspondence concerning the licensing of homes, placement and supervision of patients in homes for special care.

File begins from the first year of operation of a nursing home. Earliest data dates back to 1966.

Policy Development and Research Branch:**28 Physician Manpower**

Objective To provide data for:

1. Manpower planning
2. Studying trends in specialization
3. Identifying regional differences and trends
4. Analysis of attrition, immigration, etc.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Name and location of home

Size 700

Storage Paper file

Retention Indefinitely

Content Data on physicians including vitae (e.g. date of birth, sex, etc.) geographical location and specialization. Data are available from 1973 to 1977. The College of Physicians and Surgeons no longer provides the Ministry with the data.

27 Inspection of Installed Medical X-Ray Units

Objective To check if all medical and paramedical X-ray units comply with regulations in Ontario Regulation 721.

To provide a register of all medical X-ray owners in the province.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

MINISTRY OF HEALTH

Institutional Division (cont'd):

**Policy Development and Research
Branch (cont'd):**

Key College of Physicians and
Surgeons licence number
Size 14,000
Storage Magnetic tape
Retention Indefinitely

29 Pharmacist Manpower

Objective To provide data for:

1. Manpower planning
2. Studying trends in
specialization
3. Identifying regional
differences and trends
4. Analysis of attrition,
immigration, etc.

Content Date on pharmacists
including date of birth, sex,
education, geographical
locations, type of practice,
major activities and time
devoted.

Data are available from 1974.

Accessibility Individual records
being confidential cannot be
released. Requests for
anonymized statistical data may
be accommodated.

Key College of Pharmacy
registration number
Size 5,000
Storage Magnetic tape
Retention Indefinitely

30 Registered Nurses Manpower

Objective To provide data for:

1. Manpower planning
2. Studying trends in
specialization
3. Identifying regional
differences and trends
4. Analysis of attrition,
immigration, etc.

Content Vitae (e.g. date of
birth, sex, etc.), education,
geographical location, field of
activity and position held by
all registered nurses.
Historical file.

The data are available from
1970.

Accessibility Individual records
being confidential cannot be
released. Requests for
anonymized statistical data may
be accommodated.

Key College of Nurses
registration number
Size 90,000 annually
Storage Computer tape
Retention Indefinitely

**31 Registered Nursing Assistant
Manpower**

Objective To provide data for:

1. Manpower planning
2. Identifying regional
differences and trends
3. Analysis of attrition,
immigration, etc.

Content Vitae (e.g. date of
birth, sex, etc.), education,
geographical location, field of
activity and position held by
all registered nursing
assistants.

Accessibility Individual records
being confidential cannot be
released. Requests for
anonymized statistical data may
be accommodated.

Data are available from 1971.

Key Colleges of Nurses
registration number
Size 30,000 annually
Storage Magnetic tape
Retention Indefinitely

MINISTRY OF HEALTH

Institutional Division (cont'd):**Policy Development and Research
Branch (cont'd):****32 Physiotherapist Manpower****Objective** To provide data for:

1. Manpower planning
2. Studying trends in specialization
3. Identifying regional differences and trends
4. Analysis of attrition, immigration, etc.

Content Vitae (e.g. date of birth, sex, etc.), education, geographical location, field of activity and position held by all registered physiotherapists.

The data are available from 1974.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Registration number
Size 2,500
Storage Magnetic tape
Retention Indefinitely

Health Programs Division:**Executive Director:****33 Thalidomide Program****Objective** To provide data to determine the needs of thalidomide deformed children.**Content** A record of financial costs, artificial limbs, treatment for children with thalidomide deformities.

The data are available from 1962.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Name
Size 30
Storage Paper file
Retention Indefinitely

Program Advisory Branch:**34 Stillbirth and Infant Death
Records (Under Revision)****Objective** To study stillbirths and infant deaths, in relation to hospital of birth, causes of death, seasonal or geographical incidence of disease, and other factors.

To provide a source of information for the National Surveillance of Congenital Anomalies.

Content

1. Infant Death Forms (A) with cause of death, age of infant, etc.
2. Stillbirth Registration Forms (A) with period of gestation, cause of death, etc.
3. Hospital Form 4 (Report of Stillbirth or Neonatal Death), Section 58 Reg. 729, Public Hospitals Acts, RSO 1970 (A).
4. Physicians notice of birth/stillbirth Form I with type of anomaly.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Hospital of death, name
Size 1. 2,000 2. 1,600
 3. 1,600
Storage Paper file
Retention Through ensuing calendar year

MINISTRY OF HEALTH

Health Programs Division (cont'd):

Accessibility Open file.

Program Advisory Branch (cont'd):

Key District name and year

Size 43

Storage Paper file

Retention Indefinitely

35 Maternal Mortality (A joint Ministry - O.M.A. Maternal Welfare Committee)

Objective To study all deaths associated with pregnancy in the province.

Content Records of deaths associated with pregnancy; source documents from:

1. Office of the Registrar General;
2. Chief Coroner's Office;
3. Hospitals - Report of maternal death - Form 3, Section 57, Reg. 729, Public Hospitals Act, RSO 1970.

The data are available from 1973.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Name, date and place of death

Size Approximately 25 cases yearly

Storage Paper file

Retention Indefinitely

37 CASH - Computer Assisted School Health

Objective To provide a standardized method of recording and storing individual health status by school, health unit and province.

To show the health status of each school child and his health history in terms of contact with school health services.

To remind public health units of those children with current health problems.

To prepare clinic lists of children in need of service (immunization, vision test, etc.).

Content Health unit, school, parents' Social Insurance Numbers, birth order, surname, given names, immunization history, vision and hearing history, parent's OHIP number, sex, birthdate, birthweight, TB test, health problems.

Data are available from 1969.

Public Health Branch:

36 Annual Reports - Local Health Units

Objective To provide data to monitor activities to local health units.

Content Statistics on local health units' activities including services provided and incidence of disease.

The data are available from 1966.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key health unit, school, surname, SIN and birth order

Size 25 of 44 Health Units, 678,659 students on file as of November 1979

Storage Magnetic tape

Retention Indefinitely

MINISTRY OF HEALTH

Health Programs Division (cont'd):

Public Health Branch (cont'd):

38 CHARIS - Community Health Activity Resources Information System

Objective Collect and analyze statistics on public health nursing in a uniform manner for local official public health agencies in Ontario.

Provide information for consultation to local official health agencies in Ontario.

Provide the user with accurate, consistent, current reports for local unit, area, provinces.

Content Monthly data for public health nursing activities in 40 health units re:

1. Time by location
2. Number of individual contacts by age and activity
3. Number of group activities by attendance and time.

Nineteen health units use system for other than nurses.

Data are available from 1977.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Area, health unit; function, profession, classification team and sequence number

Size 1,800

Storage Computer file

Retention Indefinitely

39 CAPHIS - Computer Assisted Public Health Inspection

Objective To show the number of inspections undertaken in relation to the number scheduled for each establishment.

To assess the type of workload undertaken within a health unit.

To provide reports on the number of inspections undertaken and the time spent by program and class.

Content Health unit, area number, establishment number, name, date of last recorded and last scheduled inspection, date of next scheduled inspection, inspection status by type of deficiency, time spent.

The data are available from 1970.

Key Health unit, area number, establishment number, unit number

Size 55,000 establishments in 36 of 43 health units

Storage Paper files, magnetic tape

Retention Paper files: annual reports indefinite, monthly reports destroyed at year end
Magnetic tape: indefinitely

40 Dairy Statistics

Objective To enable the Ministry of Health to check on the quality of all milk products sold in Ontario.

Content Sampling statistics on all milk products sold in Ontario.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

MINISTRY OF HEALTH

Health Programs Division (cont'd):

Public Health Branch (cont'd):

Key Name and code number
Size 3,400
Storage Paper file
Retention One year

41 Communicable Diseases

Objective To study the incidence and prevalence of any communicable disease.

Content Records of all cases of some 20 communicable diseases including typhoid, rabies, whooping cough, leprosy, etc.

Accessibility Open file.

Key Names of cases of each disease
Size 100,000
Storage Paper file
Retention 15 years

42 Milk Product Plants

Objective To record the construction and operation for all milk product plants including dairies.

Content Information on all milk product plants in Ontario including location, type of machinery, etc.

The data are available from 1970.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Name, alphabetically
Size 212 milk product plants and dairies
Storage Paper file
Retention Indefinitely

43 Mobile Dental Coaches (10)

Objective To provide data for the annual reports of the Northern Ontario Public Health Services.

Content A report of dental treatment provided for school children in remote northern and eastern areas.

Accessibility Open file.

Key None
Size 2
Storage Paper file
Retention 2 years

44 Ontario Dental Health Index

Objective To provide dental health indices.

To determine the need for dental treatment.

To evaluate public health preventive dental programs.

To determine the caries attack rates.

Content Dental health records of a random sample of Ontario elementary school children conducted biennially.

Accessibility Open file.

Key None
Size 75,000
Storage Magnetic tape
Retention Indefinitely

45 Professional Credentials File

Objective To provide personal and professional information on all public health nurses in Ontario.

MINISTRY OF HEALTH

Health Programs Division (cont'd):

Public Health Branch (cont'd):

Content Personal, academic and professional status information.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Name

Size 5,000-10,000

Storage Paper file

Retention Indefinitely

46 Rabies Surveillance

Objective To monitor the incidence of rabies and the usage of human rabies vaccine.

Content Name of patient and physician, patient age, sex, occupation, treatment date, geographic location, animal species, vaccine history and reaction. For each animal case: animal species, vaccine history, geographic location, date.

Source: Physician requests for vaccine and Federal Department of Agriculture laboratory reports.

Data are available from 1970.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Reference number, year, health unit, surname

Size 40,000 animal cases

increasing 5,000 annually and 14,500 human contacts increasing 1,800 annually

Storage Paper file

Retention Indefinitely

47 Slaughter Houses and Meat Processing Plants

Objective To record the construction and operation for all meat plants that are neither Ontario Approved nor Canada Approved.

Content Information on all meat plants that do not have "Approved" status.

The data are available from 1970.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key County, address, name

Size 318 plants

Storage Paper file

Retention Indefinitely

48 Summer Camps (Licences and Inspection Reports)

Objective To provide data for licensing, for planning future programmes and for evaluating the existing licencing programme.

Content

1. Application for a summer camp licence
2. Summer camp inspection reports
3. Summer camp licenses issued.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key File number of summer camp

Size 524

Storage Paper file

Retention 3-5 years

MINISTRY OF HEALTH

Health Programs Division (cont'd):

50 Venereal Disease

Public Health Branch (cont'd):

49 Tuberculosis Control

Objective To provide data to study the incidence and prevalence of tuberculosis in Ontario, supply information for research studies, provide statistical data for publication of annual report, "Tuberculosis in Ontario", provide statistical data to Statistics Canada and Ontario Statistics.

To provide case histories of treatment, and records of contracts and recent convertors.

Content Records all new and reactivated cases of tuberculosis in Ontario on an annual basis.

Records all patients on chemotherapy (treatment and prophylaxis).

Accessibility Individual records being confidential, cannot be released. Requests for anonymized statistical data may be accommodated.

Key File number, name

Size 20 computer tuberculosis statistical tables annually, annual print-out of tuberculosis new and reactivated cases. Approximately 1,000 cases, 100,000 case histories

Storage Punch card, permanently recorded on computer master-file Register card, paper file, cardex

Retention Indefinitely in computer located at 15 Overlea Blvd., Toronto
30 years, 24 years in Record Centre, 6 years in office

Objective To assess the incidence and prevalence of sexually transmitted disease in Ontario.

To maintain a central registry of venereal disease cases in the province.

Content Clinical records and statistics of cases of venereal disease registered, payments to clinics and drugs supplied.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Numeric code (number assigned to each case)

Size 280,670

Storage Paper file, card indexes, cassette tape (the data are keyed onto a cassette tape, and transmitted to a data centre from the V.D. Control Office using the facilities of a Sycor 340 intelligent terminal. The output is returned to an on-location printer which preserves confidentiality).

Retention Throughout the lifetime of the case

51 Public Health Inspection - General

Objective To provide data for:

1. Reference statistics
2. Setting standards for administration of health programme.

MINISTRY OF HEALTH

Health Programs Division (cont'd):

Public Health Branch (cont'd):

Content

1. Reports on inspection of environmental sanitation in industrial and summer camps, schools and all other aspects of public health inspection rendered by Northern Ontario Public Health Services inspectors to unorganized territory not included within the boundaries of a health unit.
2. Reports on subjects of general sanitation on which requests for service of a consultative nature have been made by Health Units located in the Northern Region.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Geographical division

Size 15: 7 public health inspectors - direct service; 8 health units in Northern Ontario - consultative service

Storage Paper file

Retention 3 years

52 Public Health Nursing - Annual Reports

Objective To provide information on the amount of service given.

To identify areas where more services are required.

Content The annual reports of public health nursing activity in the Northern Ontario Public Health Service area. (CHARIS)

Accessibility Open file.

Key names of nurses and their location

Size 8 Public Health nurses - direct services

Storage Paper file

Retention Current year plus four years

53 Public Health Inspection - N.O.P.H.S.

Objective To provide data for reference statistics.

Content Reports on inspection of environmental sanitation in industrial and summer camps, schools and all other aspects of public health inspection rendered by N.O.P.H.S. inspectors to unorganized territories not included within the boundaries of a health unit.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Names of inspectors and their locations

Size Seven public health inspectors - direct service

Storage Paper file

Retention Current year plus four years

Drugs and Therapeutics:

54 Drugs and Therapeutics

Objective

1. To determine the quality, efficacy and economy of drug products available in Ontario.
2. To assume responsibility for the professional component of pharmacy and the PARCOST Program.
3. To provide a resource in the Ministry with expertise in pharmacology and therapeutics.

Content

1. A record of the source of supply, analysis, certification and associated factors for each product processed.
2. Correspondence re legislation, proposed changes, interpretations, implementation etc.

MINISTRY OF HEALTH

Health Programs Division (cont'd):

Drugs and Therapeutics:

3. Investigations, recommendations, etc. re professional matters re pharmacy, pharmaceutical manufacturers, pharmacology and therapeutics.
4. PARCOST surveys.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Company, product. Name of Act or regulation. PARCOST
Size 2,000
Storage Paper file
Retention 3 years

Information Systems Division:

Data Development and Evaluation Branch:

55 Ontario In-Patient Data File

Objective To supply morbidity statistics of all in-patients discharged from private and/or public, active treatment and rehabilitation hospitals in Ontario.

Content Record comprises data from

1. Admission report (106A), giving patient identification and insurance data
2. Discharge report (106D) giving death or discharge information
3. HMRI (Hospital Medical Records Institute) file, giving an abstract of the patient's chart showing sex, birthdate, all diagnoses, procedures, type of therapy, date of admission and discharge, etc. Data are available from 1976.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Hospital, registration number and OHIP number
Size 1.7 million records annually
Storage Magnetic tape
Retention Indefinitely

56 Vital Statistics

Objective To provide mortality and birth data for detailed trend analysis and evaluation in support of health care research, planning and program management.

Content Birth data: date of birth, age of mother, place of occurrence.

Death data: registration number, sex, birthdate, date of death, place of occurrence code, place of residence code, cause of death code, etc.

Source - provisional (most recent year) file from Office of the Registrar-General - official file from Health Division, Statistics Canada.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Registration number
Size Approx. 125,000 birth records annually. Approx. 60,000 death records annually
Storage Magnetic tape
Retention Indefinitely for historical series: Birth records as of 1975, Death records as of 1968

MINISTRY OF HEALTH

Information Systems Division
(cont'd):

Data Development and Evaluation
Branch (cont'd):

**57 Admissions/Separations of
Psychiatric In-Patient Facilities**
(Forms 2303-16. 2303-90.10)

Objective To provide senior management personnel in the Ministry of Health with

1. current patient movement data, and
2. data for annual publications.

To supply information for research studies.

To provide Statistics Canada with patient movement data.

To enable other health jurisdictions and international agencies to follow trends in mental health morbidity and mortality.

Content Pertinent variables including source of referral, method of admission, diagnosis, etc. relating to all persons admitted to psychiatric hospitals, psychiatric units of public hospitals, community psychiatric hospitals and other miscellaneous psychiatric facilities. Data are available from 1974.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key

1. Source document:
Serial number
Hospital number
Case number
2. Tape:
Serial number
Hospital number
Case number

Size 55,000

Storage Magnetic tape

Retention Indefinitely

**58 Annual Return of Health Care
Facilities - Hospitals - Part One**

Objective To produce the annual statistical publication Hospital Statistics - Public, Private and Federal Hospitals.

To provide data for special studies and planning purposes.

Content data on hospital utilization and personnel. The data are available from 1964.

Accessibility Open file.

Key Location and name of hospital or its code number

Size 300 per year

Storage Paper file, magnetic tape, microfilm

Retention Indefinitely

**59 Census Data Sheet (RE: Patients
on the Books and Persons in
Residential Units, Psychiatric
Hospitals)**

Objective To provide senior management personnel in the Ministry of Health with (1) data for annual publications and (2) data for research studies.

To enable other health jurisdictions and international agencies to follow trends in mental health morbidity and mortality.

Content Pertinent variables including diagnosis, method of admission, etc. related to all patients in psychiatric hospitals as at March 31.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

MINISTRY OF HEALTH

Information Systems Division
(cont'd):

Data Development and Evaluation
Branch (cont'd):

Key Hospital number, case-book number
Size 10 hospitals, about 4,500 patients
Storage Magnetic tape
Retention Indefinitely

60 Daily Census Summary

Objective To provide data to calculate occupancy rates.

To check periods of high admissions and discharges.

To be used for various surveys.

Content Data on the daily admissions, discharges and deaths and patient days by type of service.

Accessibility Open file.

Key Location and name of hospital
Size 390/month
Storage Paper file
Retention 5 years

61 In-Residence Report

Objective To provide data for purposes of future studies for bed needs.

Content Data on the patients in hospital at midnight on December 31 including number of patients in hospital (not active treatment) at a point of time, their residence, age, sex, diagnosis for long term units and hospitals only.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Location and name of hospital
Size 135 hospitals reporting
Storage Paper file
Retention 5 years

62 Therapeutic Abortions

Objective To prepare monthly reports on the total therapeutic abortions performed in Ontario to forward to Statistics Canada.

Content Data on therapeutic abortions performed in Ontario.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Location and name of hospital
Size 1 report from each of 108 hospitals, per month
Storage Paper file, magnetic tape - 4 years (1975-78, part of 1974)
Retention Paper file, 2 years; magnetic tape, 10 years

Addiction Research Foundation:

Research Division:

63 Patient Records

Objective To provide data on the characteristics of patients, on the services rendered by the Foundation, and patient movement.

Content Demographic information on patients and patient related events, i.e. admission, interviews, discharge.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

MINISTRY OF HEALTH

Addiction Research Foundation
(cont'd):**Research Division** (cont'd):

Key Patient number
Size 30,000 plus
Storage Magnetic tape, paper
file
Retention Not yet established

64 Various Ad Hoc Research Surveys

Objective To provide data for epidemiological research to determine the extent, quantity, frequency, mode and consequences of the use of alcohol and other psychoactive drugs in Ontario.

Content Surveys on:

1. Alcoholism prevalence
2. Chronic drunkenness
3. Alcohol buying habits
4. Alcohol and traffic accidents
5. Medical prescription drugs
6. Non-medical drug use by secondary school students
7. Mortality of alcoholics

Data are available from 1949,

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Project, name or characteristic
Size Average about 6,000
Storage Paper file, punch card, computer tape, photocopy, microfiche
Retention Indefinitely

MINISTRY OF HOUSING

Plans Administration Division:

Operations and Development Control
Branch:

01 Land Development Information
System

Objective To monitor activity concerning applications and approvals for subdivision development.

Content The master file contains coded data by municipality for each subdivision plan as it goes through the different stages in the approval process. Data included are: number of lots, date of submission, date of draft approval, date of final approval, area, negotiation date and numbers, etc.

Monthly Activity file printouts are produced which show progress on existing projects and new projects.

An "on demand" reporting facility is used to produce summary data showing those applications that have completed the process and are either fully approved or otherwise concluded.

Data are available from 1968.

Accessibility Open file.
Address enquiries to Mr. W. Dew,
telephone 965-6418.

Key Region, county,
municipality, application
number, application status
(Master file)

Size 45,000 (approx); increasing
monthly

Storage Magnetic tape, paper
file, tabulations and maps

Retention 5 years by Ministry;
indefinitely by Archivist

Policy and Program Development
Secretariat:

Management Planning and Evaluation
Branch:

02 Rent Survey, August 1976

Objective Policy review of Rent
Review Act. Statistical
analysis.

Content Sample survey data of
renters in 8 Ontario cities:
Toronto, Kingston, London,
Ottawa, St. Catharines, Sault
Ste. Marie, Sudbury, Thunder
Bay. Data on rents paid, rent
increased, description of
dwelling unit and tenant
perception of quality of
services.

Accessibility Open file.
Address enquiries to Mr. R.
Binsell, Manager, Surveys and
Statistical Analysis, telephone
965-7025.

Key Municipality
Size 7,000 (approx.)
Storage Magnetic tape
Retention Indefinitely

03 Rent Survey, September 1977

Objective Policy review of Rent
Review Act. Statistical
analysis.

Content Sample survey data of
renters in 8 Ontario cities:
Toronto, London, Hamilton,
Ottawa, Kingston, Sault Ste.
Marie, Sudbury, Thunder Bay.
Data on rents paid, rent
increases, description of
dwelling unit and tenant
perception of quality of
services.

MINISTRY OF HOUSING

Policy and Program Development
Secretariat (cont'd):

Management Planning and Evaluation
Branch (cont'd):

Accessibility Open file.
Address enquiries to Mr. R.
Binsell, Manager, Surveys and
Statistical Analysis, telephone
965-7025.

Key Municipality
Size 5,000 (approx.)
Storage Magnetic tape
Retention Indefinitely

04 Rent Survey, October 1978

Objective Policy review of Rent
Review Act. Statistical
analysis.

Content Sample survey data of
renters in 8 Ontario cities:
Toronto, London, Hamilton,
Ottawa, Kingston, Sault Ste.
Marie, Sudbury, Thunder Bay.
Data on rents paid, rent
increases, description of
dwelling unit and tenant
perception of quality of
maintenance and services.

Accessibility Open file.
Address enquiries to Mr. R.
Binsell, Manager, Surveys and
Statistical Analysis, telephone
965-7025.

Key Municipality
Size 5,000
Storage Magnetic tape
Retention Indefinitely

MINISTRY OF INDUSTRY AND TOURISM

Policy and Priorities Division:

03 Foreign Market Profiles

Industry and Trade Analysis Branch:

01 Commodity Profiles

Objective To provide market profiles of products manufactured in Ontario primarily in response to specific requests.

Content Information on domestic production, imports, prices, competition, demand and supply, trade constraints, etc.

Accessibility Open file.
Address enquiries to Market Research Section, telephone 965-4347.

Key Commodity

Size One master per report

Storage Paper files

Retention Until updated

02 Doing Business in Ontario, Canada

Objective To provide data for guidance of potential industrial investors.

Content Data on business climate, business organization, labour, taxes, Canadian custom duties, government assistance to industry and general information.

Accessibility Open file.
Address enquiries to Market Research Section, telephone 965-4347.

Key Not available

Size 20,000

Storage Publication

Retention Until updated

Objective To provide research on foreign markets; studies available in 1979 on following countries:

Afghanistan, Argentina, Austria, Australia, Bahamas, Bahrain, Barbados, Belgium-Luxembourg, Bermuda, Bolivia, Brazil, Bulgaria, Cameroon, Chile, Colombia, Costa Rica, Cuba, Cyprus, Czechoslovakia, Denmark, Dominican Republic, East Germany, Ecuador, Egypt, El Salvador, Ethiopia, Finland, France, Ghana, Greece, Guatemala, Haiti, Honduras, Hong Kong, Hungary, India, Indonesia, Iran, Iraq, Ireland, Israel, Italy, Jamaica, Japan, Jordan, Kenya, Kuwait, Lebanon, Libya, Malaysia, Malta, Mexico, Morocco, The Netherlands, Netherlands-Antilles, New Zealand, Nicaragua, Nigeria, Pakistan, Paraguay, People's Republic of China, Peru, Philippines, Poland, Puerto Rico, Qatar, Romania, Saudi Arabia, Singapore, South Africa, South Korea, Somalia, Spain, Sri Lanka, Sudan, Surinam, Sweden, Switzerland, Syria, Taiwan, Tanzania, Thailand, Trinidad-Tobago, Turkey, United Kingdom, U.A. Emirates, U.S. Virgin Islands, U.S.S.R., Venezuela, West Germany, Windward-Leeward Islands, Yemen P.D.R., Yugoslavia, Zaire.

Content Economic background including structure of the economy, foreign trade, Canadian trade, economic and trade policy, Ontario domestic exports, Canadian imports and opportunities for Ontario exports.

Accessibility Open file.
Address enquiries to Ms J.A. Dursley, Product Manufacturing Development Section, telephone 965-4347.

MINISTRY OF INDUSTRY AND TOURISM

Policy and Priorities Division
(cont'd):

Key Year
Size 3,000
Storage Publication
Retention Updated annually

Industry and Trade Analysis Branch
(cont'd):

Key Country
Size One master per country
Storage Paper files
Retention Until updated

Industry Division:

Industry Support Services:

04 Industry and Trade Statistics

Objective To provide brief summary of the economy and trade of Ontario

Content Data on Ontario's economy and trade:

- Population
- Labour force
- Gross Provincial Product
- Agricultural production
- Mineral production
- Manufacturing production
- Construction
- Exports

Accessibility Open file.
Address enquiries to Market Research Section, telephone 965-4347.

Key Year
Size 15,000
Storage Publication
Retention Until updated

05 Ontario Exports and Imports by Countries, Commodities and Industries

Objective To review Ontario's trade performance.

Content Description of Ontario's trade with principal market areas, by commodity groups, and by industrial sectors.

Accessibility Open file.
Address enquiries to Market Research Section, telephone 965-4347.

06 Manufacturing and Marketing Opportunities Bulletin

Objective To provide specific information to 9,200 Ontario manufacturers in the form of a monthly bulletin.

Content Information on: merger and acquisitions, joint ventures, products and processes, inventions, production facilities, contracts, sales leads, agents and distributors, incoming buyers, capital projects.

Accessibility Open file.
Address enquiries to Industry Support Services, telephone 965-7972.

Key Manufacturing - Merger and Acquisition, Joint Ventures, Products and Processes, Inventions, Production Facilities, Capital Projects, Products and Processes
Marketing - Contracts, Sales Leads, Agents and Distributors, Incoming Buyers
Size 9200 records per year
Storage Paper file
Retention Indefinitely

07 Municipal Profiles

Objective To provide community data for industrial location studies.

MINISTRY OF INDUSTRY AND TOURISM

Industry Division (cont'd):

Industry Support Services (cont'd):

Content Data on population, employment, transportation, and tax data together with information concerning services, industrial land, existing manufacturing within the municipality.

Accessibility Open file.
Address enquiries to Ms Dorothy Thoma, telephone 965-7972.

Key Municipal profiles, employment, transportation, tax data, services, manufacturing, community data, industrial location

Size 255 profiles

Storage Paper file

Retention Indefinitely

Tourism Division:

Tourism Marketing Branch:

08 Ontario Recreation Survey (ORS) 1973-74

Objective To provide tourism and recreation demand and participation data for residents of Ontario for input to Ministry programs.

Content Data on activity participation, recreation trips, free time use, activity and trip preference and demographics.

Accessibility Open file.
Address enquiries to Mr. G. Pincombe, Tourism Market Analysis Section, telephone 965-5725.

Key Interview number, record number

Size (10,232 x 26) 80-Byte records

Storage Magnetic tape

Retention Indefinitely

09 Travel Survey of Ontario Households 1976 and 1977

Objective To provide domestic tourism data on the regional travel expenditures and travel patterns of Ontario residents.

Content Data on the number and type of person-trips, destination, type and amount of expenditure and demographics.

Accessibility Open file.
Address enquiries to Mr. K. Kaczanowski, Tourism Market Analysis Section, telephone 965-5725.

Key Interview number, month
Size (15,093 x 3) 80-Byte records

Storage Computer cards and magnetic tape

Retention Indefinitely

10 Tourism Statistical Handbook, 1979

Objective To provide annual statistics for key tourism indicators.

Content Information on visitor expenditure, travel habits, characteristics; provincial park and historic site attendance; supply, demand and employment in selected sectors of the tourist industry; seasonal residences; selected items pertaining to recreational activities; and expenditures on tourist promotion.

Accessibility Open file.
Address enquiries to Mr. K. Kaczanowski, Tourism Market Analysis Section, telephone 965-5725.

Key Not available

Size Not available

Storage Not available

Retention Indefinitely

MINISTRY OF INDUSTRY AND TOURISM

Tourism Division (cont'd):

Tourism Marketing Branch (cont'd):

11 U.S. Auto Exit Survey 1973-74

Objective To provide data on
U.S. visitors to Ontario by
automobile.

Content Data on activity
participation, reason for trip,
length of stay, accommodation,
expenditures and demographics.

Accessibility Open file.
Address enquiries to Mr. G.
Angst, Tourism Market Analysis
Section, telephone 965-5725.

Key Interview number

Size (8,700 x 9) 80-Byte records

Storage Magnetic tape

Retention Indefinitely

MINISTRY OF INTERGOVERNMENTAL AFFAIRS

Subsidies Branch:

01 Inventory of Provincially-Owned Properties (Ref.: Schedule number 75-74-53)

Objective To provide a computerized listing of all provincially-owned properties (excludes Ontario Hydro properties).

Content Assessment roll number, municipal location, name of owning Ministry, name of user Ministry, size of property, assessed value, use of property, property description and payments made. A variety of reports are produced using a retrieval package.

Accessibility Open file.
Address enquiries to Manager, Municipal Programs, telephone 965-3917.

Key Assessment roll number by municipality
Size Over 72,000
Storage Magnetic tape, microfiche, lineprinter output
Retention Printout and microfiche - 8 years
magnetic tape - 5 generations.
Reports are kept for a time dependent on content

02 Managed Forest Tax Reduction Program

Objective To provide data on payments of grants to eligible owners of managed forests in order that recovery action can be taken when required.

Content Property roll number, managed forest acres and assessment, and applicable taxes for managed forest properties on which grants have been paid from the years 1973 and 1974 onwards. A variety of reports are produced using a retrieval package.

Accessibility Open file.
Address enquiries to Mr. R.J. Kearns, Subsidies Officer, telephone 965-6595.

Key Name of municipality, roll number, property owner
Size 8,000
Storage Magnetic tape, paper file
Retention 12 years

03 Municipal and School Tax Credit Program (Ref.: Schedule numbers 75-74-44, 75-74-49, 75-74-52)

Objective To document officially the debt that each program participant may owe to the Province in the event of transfer of ownership of the benefitting property.

Content Liens, property owner(s), legal description of the property against which the lien has been registered, and the amount of credit which has been allowed on the property. Monthly and consolidated reports are produced.

Accessibility Open file.
Address enquires to Manager, Municipal Programs, telephone 965-3917.

Key Sequential number applied by Branch, municipality, name of owner
Size 6,000 approximately
Storage Computer, paper file
Retention 20 years

04 The Farm Tax Reduction Program (Ref.: Schedule number 75-74-54)

Objective To provide data on payments made for each farm property in order that recovery action can be taken if required.

MINISTRY OF INTERGOVERNMENTAL AFFAIRS

Subsidies Branch (cont'd):

Content Roll number, acreage, assessment and municipal tax information on all farm properties in Ontario from the year 1970 onwards. A variety of reports are produced using a retrieval package.

Accessibility Open file.
Address enquiries to Mr. R.J. Kearns, Subsidies Officer, telephone 965-6595.

Key Assessment roll number by municipality
Size Varies by year (230,000 to 280,000)
Storage Computer and microfilm
Retention 12 years

05 Ontario Youth Employment Program

Objective To provide a computerized listing of employer applicants to the program and of grant payments to employer participants.

Content File number, employer name, address, Revenue Canada Employer Registration Number, status (individual, partnership, corporation), nature of operation (business, farm), extent of program approval (positions, man-hours), record status, payment status, audit code, claim payment data.

Accessibility Open file.
Address enquiries to Manager, Ontario Youth Employment Program, telephone 965-0570.

Key Sequential file number applied by Branch according to county of employer, name of applicant employer
Size 57,500 (approx.)
Storage Computer, paper file
Retention Indefinitely

Municipal Finance Branch:**06 Financial Information Returns of Municipalities**

Objective To fulfill the statutory requirement to file an annual audited statement by each municipality.

Content Audited financial statement of each municipality. Summaries of revenue fund, capital fund, long term liabilities, long term debt charges, tax collection record, etc.

Accessibility Open file.
Address enquiries to Mr. H.R. Regush, Senior Policy Advisor, telephone 965-1074

Key Municipality name
Size 837 records
Storage Paper file/magnetic tape
Retention Indefinitely

07 Grants Register

Objective To provide a list of provincial grants received by each municipality in Ontario.

Content A list of municipalities with the provincial grants received each.

Accessibility Open file.
Address enquiries to Mr. H.R. Regush, Senior Policy Advisor, telephone 965-1074.

Key Municipality name
Size 797 records
Storage Paper file
Retention indefinitely

MINISTRY OF INTERGOVERNMENTAL AFFAIRS

Municipal Finance Branch (cont'd):

08 Municipal Taxation Analysis Forms

Objective To provide municipal taxation information.

Content Detailed tax levy information (assessment, mill rates, taxation and special charges).

Accessibility Open file.
Address enquiries to Mr. H.R. Regush, Senior Policy Advisor, telephone 965-1074.

Key Municipality name
Size 797 records
Storage Paper file/magnetic tape
Retention 10 calendar years

09 Population, Number of Dwelling Units, Land Area of Local Municipalities

Objective To provide basis for analysis.

Content Population by age group, dwelling units by type, land area in square miles for each municipality.

Accessibility Open file.
Address enquiries to Mr. H.R. Regush, Senior Policy Advisor, telephone 965-1074.

Key Municipality name
Size 837 records
Storage Paper file/magnetic tape
Retention Indefinitely

MINISTRY OF LABOUR

**Occupational Health and Safety
Division:****01 Causes of Death Across Ontario**

Objective Calculation of standardized mortality ratios for various causes of death across Ontario in various calendar periods.

Content Rates for various causes of death by sex, age and calendar period.

Accessibility Open file.
Address enquiries to Mr. R. Kusiak or Mr. P. Howe, Special Studies and Services Branch, telephone 965-6375.

Key Census year and cause of death

Size One record for each of 5 years

Storage Mini-computer tape file

Retention Indefinitely

Research Branch:**02 Collective Bargaining Agreements
in Ontario**

Objective To file Ontario collective agreements and use them as an information and research resource by means of a computerized data system.

Content All agreements are coded for 24 identifying characteristics, such as company, union, industry, geographical location. However, substantive provisions are coded for only agreements covering 200 or more employees and all public agreements regardless of size.

Publications include Bargaining Information Series containing analyses of most commonly negotiated provisions, annual agreement expirations, provisions in municipal agreements, wage rates and working conditions in construction agreements.

Accessibility Open file.
Address enquiries to Mrs. Hsioh-Fan Stevenson, Statistician, telephone 965-6886.

Key Employer name, industry, union, location, expiry date, etc.

Size 7,000 agreements in private industry and government, including agreements under federal jurisdiction covering Ontario employees

Storage Paper file, computer tape for the file, printouts and publications

Retention Paper file - indefinitely
Computer tape - current data - updated monthly

**03 Collective Bargaining Settlements
and Negotiations in Ontario**

Objective To provide summaries of collectively bargained settlements in Ontario industries.

Content Description of changes in wages, fringe benefits and working conditions in recently negotiated settlements covering 200 employees and over.

Monthly settlement report is prepared and published jointly by Labour Canada and the Ontario Ministry of Labour.

MINISTRY OF LABOUR

Research Branch (cont'd):

Accessibility Open file.
Address enquiries to Mrs.
Hsioh-Fan Stevenson,
Statistician, telephone
965-6886.

Key Industry, employer, union
and location

Size 500-600 settlements per
year (since 1969)

Storage Paper file

Retention Indefinitely

**04 Conciliation and Mediation
Services Labour Relations Act**

Objective To compile statistical
data on the activities of the
Conciliation Services Branch in
dealing with collective
bargaining disputes, to show the
Branch's workload, and method of
disposition, and processing
time.

Content A record of the unions
and employers making application
for conciliation and mediation
services; status of the
agreements; issues in dispute;
and work stoppages.

Accessibility Open file.
Address enquiries to Mrs.
Hsioh-Fan Stevenson,
Statistician, telephone
965-6886.

Key Name and location of
employer and union

Size 3,000 records per year
(since 1944)

Storage Paper file

Retention Indefinitely

**05 Fatal Accidents in Ontario
Construction 1964 -1977**

Objective To analyze trends in,
and cause of, violent deaths on
construction sites during the
13-year period.

Content Occupation, age,
location of accident, date and
time of accident and type of
construction project. Other
information to be added includes
type of accident responsibility
for accident, and violation of
construction safety laws. The
data are taken from the accident
investigation files of the
Construction Safety Branch.

Accessibility Open file.
Address enquiries to Mrs.
Hsioh-Fan Stevenson,
Statistician, telephone
965-6886.

Key Year and fatality number
Size 639 cases
Storage Keypunch cards
Retention Indefinitely

**06 Negotiated Hours, Wages and
Related Payments in the Ontario
Construction Industry**

Objective To provide basic wage
rates and fringe benefits
established by collective
agreements in the construction
industry.

Content Construction agreements
are coded for the provisions of
straight time hourly wage rates;
employer payments for vacations,
health and welfare, pensions,
supplementary unemployment
benefits, and special funds;
daily and weekly hours paid at
straight-time rate; daily,
Saturday, Sunday and holiday
overtime rates; and shift
premium for 32 occupations in 36
cities. A summary of the data
was published in September, 1979
under the title "Hours, Wages
and Related Payments in the
Ontario Construction Industry
1979".

MINISTRY OF LABOUR

Research Branch (cont'd):

Accessibility Open file.
Address enquiries to Mrs.
Hsioh-fan Stevenson,
Statistician, telephone 965-6886.

Key Agreement identification
number

Size 100 agreements

Storage Computer tape for the
file, printouts, aggregated
tables and publication

Retention Indefinitely

Accessibility Open file.
Address enquiries to Mrs.
Hsioh-Fan Stevenson,
Statistician, telephone
965-6886.

Key Union, SIC, and CMC codes
Size 200 unions and 3,000 locals
operating in Ontario, since
1962.

Storage Paper file, computer
printout and tapes

Retention Indefinitely

07 Strikes and Lockouts in Ontario

Objective To provide data on the
extent of work stoppages in the
settlement of labour disputes
under Ontario jurisdiction.

Content Individual work stoppage
by industry, employer name,
location, union name, number of
workers involved, duration of
the strike, man-days lost, and
the status of the agreement.
Data are available since 1958.

Accessibility Open file.
Address enquiries to Mrs.
Hsioh-Fan Stevenson,
Statistician, telephone
965-6886.

Key Employer name, union and
starting date of work stoppages

Size 200 - 300 strikes per year

Storage Paper file

Retention Indefinitely

09 Wage Developments in Collective Bargaining Settlements in Ontario

Objective To provide information
on a quarterly basis of changes
in base wage rates established
by collective bargaining
settlements.

Content Statistical descriptions
of changes in base wages
established by collective
bargaining settlements covering
200 employees or more. Thirteen
tables indicate the number of
employees affected by
settlements, the average annual
per cent and cents per hour
increase for all agreements, and
separately, for those with
cost-of-living clauses and for
those without such clauses.

Accessibility Open file.
Address enquiries to Mrs.
Hsioh-Fan Stevenson,
Statistician, telephone
965-6886.

08 Union Membership in Ontario 1962 -1977

Objective To provide information
on the extent and growth of
union membership in Ontario.

Content Membership by union,
affiliation, industry, size,
women members and geographic
location. Annual changes in
union membership.

Key Industry and term of
agreement
Size 500-600 settlements per
year, since 1971
Storage Computer tapes and
printouts

Retention Indefinitely

MINISTRY OF LABOUR

Women's Bureau:

10 Women in the Labour Force: Basic Facts

Objective To present information on the participation of women in the Ontario labour force. The main data sources are the Labour Force Survey and the Consumer Finance Survey of Statistics Canada. Publication is updated every two years.

Content Analysis of Ontario women's workforce participation including information on: part-time work; unemployment; effect of age, marital status; children, education and training; earnings; occupations and industry.

Accessibility Open file.
Address enquiries to Ms Lesley Lewis, telephone 965-1537.

Key Not available
Size Not available
Storage Publication
Retention Indefinitely

11 Women in the Labour Force: Education

Objective To present information on the educational status of women in Ontario and to monitor changes in enrolment of students in various programs. The main data sources are Statistics Canada and the Ontario Ministry of Colleges and Universities. Publication is updated every 3 years.

Content Includes enrolment figures for women in universities and community colleges analysed according to level of study, field of study and traditional versus non-traditional program areas. Also relates educational attainment to labour force participation.

Accessibility Open file.
Address enquiries to Ms Lesley Lewis, telephone 965-1537.

Key Not available
Size Not available
Storage Publication
Retention Indefinitely

12 Women in the Labour Force: Labour Unions

Objective To present information on the participation of women in labour unions in Ontario. The main data source is the CALURA statistics from Statistics Canada. Publication is updated every 2 years.

Content Analysis of women's union participation by type of labour organization, industry and union composition. Some historical material is included related to overall female workforce. Identifies percentage of union board members who are women.

Accessibility Open file.
Address enquiries to Ms Lesley Lewis, telephone 965-1537.

Key Not available
Size Not available
Storage Publication
Retention Indefinitely

MINISTRY OF NATURAL RESOURCES

Aviation and Fire Management Centre:

- 01 Weather Record** (Ref.: Old form FC38, new 221)

Objective To provide data for correlating events such as growth or lack of growth of trees to measurable weather parameters and dryness of fuels and fire behaviour to measurable weather parameters.

Content Records containing 30 daily observations of precipitation, temperature, relative humidity, wind speed and computation of a fire danger rating.

Accessibility Open file.
Address enquiries to the director of the relevant regional office.

Key None
Size 900
Storage Paper file
Retention Indefinitely

Finance and Administration Group:**Financial Services Branch:**

- 02 Sale of Licences (Fish and Wildlife)**

Objective To provide data to indicate the number of hunters and fishermen both resident and non-resident in the province and the increase or decrease of this activity.

Content Data on the quantities of licences sold and revenues derived by licence type reported annually.

Accessibility Open file.
Address enquiries to Mr. A.C. Goddard, Director, telephone 963-2761.

Key Name of licence type
Size 25,000
Storage Paper file, data accumulated in ledger
Retention 5 years

Personnel Services Branch:

- 03 Annual Report of Workmen's Compensation and Motor Vehicle Collision Costs - 1975 - 1976**

Objective To determine areas where attention must be centered to control hazardous injury potential situations.

Content Record of injuries and illnesses reported to the Workmen's Compensation Board consisting of a compilation of the types, causes and costs and frequency of occurrences.

Accessibility Open file.
Address enquiries to Mr J.M. Hastings, Supervisor, Safety Program Development Section, telephone 965-2735.

Key None
Size 200
Storage Paper file
Retention 3 years

Lands and Waters Group:**Conservation Authorities and Water Management Branch:**

- 04 Annual Statistical Summaries for the Conservation Authorities**

Objective To compile annual abbreviated summaries for the Conservation Authorities based on Annual Statistical Reports.

Content Total abbreviated summaries for land acquisition and total land holdings, water and related land management, conservation and recreation programs and financial summaries.

Accessibility Open file. Address enquiries to Mr. S.A. Mathewson, Land Use Manager and Planner, telephone 963-6275.

MINISTRY OF NATURAL RESOURCES

Lands and Waters Group (cont'd):

Conservation Authorities and Water Management Branch (cont'd):

Key Alphabetical order
Size Annual abbreviated summaries for the Conservation Authorities since 1973
Storage Paper file
Retention Indefinitely

Accessibility Open file.
Address enquiries to Mr. J. Featherston, Parks and Recreation Co-ordinator, Central Region, Conservation Authority, telephone 884-9203.

Key Conservation area, date
Size 29,000 cases
Storage Magnetic tape
Retention Limited annual update

05 Annual Statistical Reports for the Conservation Authorities

Objective To evaluate the activities of the Conservation Authorities for annual abbreviated summaries.

Content Data on land acquisition and total land holdings, water and related land management, conservation and recreation programs and financial summary.

Accessibility Open file.
Address enquiries to Mr. S.A. Mathewson, Land Use Manager and Planner, telephone 965-6275.

Key Alphabetical order
Size Statistical reports for Conservation Authorities since 1973
Storage Paper file
Retention Indefinitely

Engineering Services Branch:

07 Water Level Records (at dam sites)

Objective To provide records of the history of water levels on selected lakes and rivers and data to calculate flow records for use in water resources planning, development and management.

Content Water level records of lakes taken at many dams operated by the Ministry.

Accessibility Open file.
Address enquiries to the relevant regional office.

Key None
Size 50
Storage Paper file, graphs
Retention To be determined

06 Central Region Conservation Authority Survey of Origins and Destinations

Objective To determine the recreational travel behaviour of users of conservation areas in the Central Region, and the degree of non-resident use by watershed.

Content Identity of destination, conservation area, origin of user, number in party, date of contact.

Lands Administration Branch:

08 Beach Protection Act Licence

Objective To provide a continuous record of sand and gravel removed under licence from a specific parcel of ground or area of land under water.

Content History of property, maps, photographs and data on amounts of material removed with accounting of royalty payments per cubic yard.

MINISTRY OF NATURAL RESOURCES

Lands and Waters Group (cont'd):**Lands Administration Branch:****Accessibility** Open file.

Address enquiries to Mr. J.C. Smith, Supervisor, Mining Lands Section, telephone 965-1380.

Key Numerical code**Size** Not stated**Storage** Paper file**Retention** To be determined**09 Mining Acreage Tax and Rent Roll**

Objective To maintain a roll of all mining rights liable for the acreage tax and rentals levied under The Mining Act.

Content Complete list of all alienated mining lands formerly and currently included in the roll.

Accessibility Open file.

Address enquiries to Mr. J.C. Smith, Supervisor, Mining Lands Section, telephone 965-1380.

Key Legal description of land**Size** 40,000 records**Storage** Card index**Retention** Indefinitely**10 Patent Records**

Objective To maintain a complete listing of all land parcels alienated by the Crown under patent, lease or licence of occupation.

Content Indexes, reference material and maps cataloguing all land dispositions under the above headings.

Accessibility Open file.

Address enquiries to Mr. R.E. Dixon, Patent Records Officer, Titles Section, telephone 965-1319.

Key Legal description of land**Size** Over 1,000,000 entries**Storage** Paper file**Retention** Indefinitely**11 Quarry Permit**

Objective To provide a continuous record of sand and gravel removed under permit from a specific parcel of ground.

Content Data on the amounts of material removed from specific parcels of ground under authority of quarry permit with accounting of royalty payments per cubic yard.

Accessibility Open file.

Address enquiries to J.C. Smith, Supervisor, Mining Lands Section, telephone 965-1380.

Key Numerical code**Size** Not stated**Storage** Paper file**Retention** 20 years depending on location of land involved**12 Ontario Map Catalogue**

Objective To inform map users of the availability of various maps produced by all ministries and agencies of the Ontario Government.

Content Listing of maps showing subject, title, area scale, area covered, date and publishing agency. These data are used to produce the Ontario Map Catalogue.

Accessibility Open file.

Address enquiries to Mr. J.G. Pound, Supervisor, Cartography Section, telephone 965-4743.

Key Subject, map number, location and publishing agency.

Size 1,000 listings (approx.)**Storage** Punch card, computer printout**Retention** Until bi-annual update

MINISTRY OF NATURAL RESOURCES

Mineral Resources Group:

Mineral Resources Branch:

13 Ontario Survey of Mining Operations, Mills/Concentrators and Smelter/Refineries

Objective To provide information on mineral industries in Ontario for use in analysis of mining economy and technology.

Content Data on mineral properties, ore reserves, outputs, plant expansions, equipment added, lateral development, diamond drilling, employment and company officials.

Accessibility Open file and restricted file. Address enquiries to Supervisor, Mineral Statistics Section, telephone 965-1016.

Key Mine name, location, commodity

Size 100

Storage Paper file

Retention Indefinitely

Accessibility Open file.

Address enquiries to Mr. R.C.

Owen, Geo-Services Section,

telephone 965-6139 or 965-2409.

Key Numerical code

Size 30,000

Storage Paper file

Retention Indefinitely

15 Mineral Deposit Records

Objective To provide geoscientists, management and industry with concise, rapid-retrievable information on mineral deposits.

Content For individual deposits and mineral occurrences, information on location, geology and mineralization, economic features such as reserves and production, history of development and ownership and references to reports and maps.

Accessibility Open file.

Address enquiries to Mr. R.

Owen, Exploration Data

Depository Officer, Geoscience

Data Centre, telephone 965-6139.

Ontario Geological Survey:

14 Assessment Work (on Mining Claims) and Work Filed "Not for Assessment Credit"

Objective To provide data for the preparation of compilation reports and maps for exploration uses and provide a library of unpublished geological information for public and ministry use.

Content Reports on the results of prospecting of mining claims (unpatented and patented) by private companies and individuals as required by The Mining Act, Mineral Exploration Assistance Program, Ontario Securities Commission and voluntary information submitted from resident geologists' offices and mining companies.

Key Manual files are filed geographically by territorial districts and geographic townships

Size Under development

Manual files: present size 5,000, ultimate size approx. 10,000

Computer based files: present size 1,000 deposits

Storage Paper file, magnetic tape

Retention Indefinitely

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group:

Fisheries Branch:

16 Commercial Fisheries (Equipment, Boats and Shore Installations)

Objective To provide data for commercial fish economic survey.

Content Data on equipment, boats and shore installations of commercial fisheries.

Accessibility Open file.
Address enquiries to Mr. George Whitney, Manager, Clients Services Section, telephone 965-7887.

Key Equipment

Size 2,000

Storage Magnetic tape, 1967 to present

Retention Not determined

17 Commercial Fishing Licence Copies, Forms CF 96, CF 69 and CF 68 (Ref.: Schedule numbers 0332 and 0338)

Objective To provide management with information on the commercial fishing industry and to verify the issue of a licence.

Content Third copies of Commercial Fishing Licence, Licence to Preserve Bait-Fish and Bait-Fish Dealer's Licence.

Accessibility Open file.
Address enquiries to George Whitney, Manager, Clients Services Section, telephone 965-7887.

Key Licence number

Size 4,000/year

Storage Paper file

Retention 5 years

18 Commercial Fishing Licence Record Books (Ref.: Schedule number 0345)

Objective To provide historical and up-to-date information on licensing activities across the province.

Content Record books listing licence information on an area basis.

Accessibility Open file.
Address enquiries to George Whitney, Manager, Clients Services Section, telephone 965-7887.

Key Licence area

Size 4 ledgers and 7 binders

Storage Paper file

Retention 20 years plus transfer to archives

19 Fish Culture Production and Costing System

Objective To provide a summary of stock on hand each month for the purpose of allocation and distribution of stocks to various districts.

To provide indicators of relative production efficiency.

To provide data for the preparation of a production cost analysis.

Content A monthly inventory of each lot of fish in each hatchery including number, weight and size of fish, amount of food fed and mortality.

Accessibility Open file.
Address enquiries to Ms Elaine Young, Fish Culture Systems Specialist, telephone 965-7887.

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group (cont'd):

Fisheries Branch (cont'd):

Key Name of hatchery, lot code number

Size Not stated

Storage Data base

Retention Not decided, probably 2-3 years

Key Lake name

Size 7,000, increases by 800 annually

Storage Magnetic tape

Retention Indefinitely

20 Fish Stocking Records

Objective To provide data for the preparation of the annual fish distribution report and for purposes of management and evaluation of stocking success.

Content A record of all lakes and streams currently stocked with hatchery reared fish.

Accessibility Open file.
Address enquiries to Ms E. Young, Fish Culture Systems Specialist, telephone 965-7887.

Key Waters stocked, species, hatchery

Size Not recorded

Storage Paper file- being converted to data base for current years

Retention 20 years

22 Lake Record Cards - Commercial Fisheries (Ref.: Schedule number 0341)

Objective To document the number of licences issued for each inland lake and to provide historical information on fishing activity on these lakes.

Content Cards showing lake name and location, licensee names, licence numbers and gear licensed each year.

Accessibility Open file.
Address enquiries to George Whitney, Manager, Clients' Services Section, telephone 965-7887.

Key Lake name

Size 1,000 cards (approx.)

Storage Card file

Retention 15 years after each card is superceded

21 Lake Survey Summary Aquatic

Habitat Inventory (Ref: Old form SF 133, New 1422)

Objective To provide information on the ecological characteristics of lakes as an aid to management and planning.

Content A collection of physical, chemical and biological data of lakes in Ontario.

Accessibility Open file.
Address enquiries to Mr. D.P. Dodge, Supervisor, Environmental Dynamics, telephone 965-7887.

23 Licence and Catch Report Record Cards (Schedule number 0340)

Objective To verify licensing and the receipt of fishing reports.

Content Electrofile cards showing licensee's name, licence number, type of gear, fishing location and whether reports have been received.

Accessibility Open file.
Address enquiries to George Whitney, Manager, Clients' Services Section, telephone 965-7887.

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group (cont'd):**Fisheries Branch (cont'd):**

Key Licensee name
Size 1,200 cards
Storage Cards in electrofile
Retention 10 years after each card is superceded

**24 Stream Survey Summary
 Aquatic Habitat Inventory**

Objective To provide information on the ecological characteristics of streams as an aid to management and planning.

Content A collection of physical, chemical and biological data on streams in Ontario.

Accessibility Open file.
 Address enquiries to Dr. D.P. Dodge, Supervisor, Environmental Dynamics Section, telephone 965-7887.

Key Stream name, station number
Size 1,600
Storage Paper file
Retention Indefinitely

**25 Ontario Provincial Park
 Statistics**

Objective To provide data on provincial park use.

Content Generally, the statistics are presented as a total for provincial parks, then broken down into regions and individual parks.

1. Park statistics including: area in acres, number of campsites, campsites occupied, percentage of occupancy broken down by week.
2. Park user statistics for campers including: number of vehicles, daily vehicle permits, annual vehicle permits, campsite permits, additional vehicle permits, campers, camper nights, average length of stay, average party size, camper origin, camper group type, age distribution, camper participation, visitor services contacts.
3. Park user statistics for day visitors including: number of visitors, day visitor group type, age distribution, participation in activities.
4. Interior park user statistics including: number of interior permits, campers, camper nights and watercraft.
5. Park winter use user statistics and winter use activities.
6. Wild river parks and nature reserves: acreage
7. Park properties list and acreage, other than provincial parks.
8. Ontario Park's Commission Statistics.

Accessibility Open file.
 Address enquiries to Manager, Operations, telephone 965-2745.

Key Ontario Provincial Park Statistics, park or region name
Size 126 provincial parks
Storage Paper file
Retention Indefinitely

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group (cont'd):

Parks and Recreation Areas Branch
(cont'd):

26 Ontario Provincial Parks
Enforcement Statistics

Objective To provide data on the occurrences of rowdiness in provincial parks.

Content The weekly summary of enforcement statistics are calculated for each park. Information includes: number of rowdiness occurrences, number of people involved, number of verbal warnings, number of persons evicted, number of charges laid, number of rowdiness complaints, MNR man-days on enforcement, and Ontario Provincial Police man-days on enforcement.

Accessibility Open file. Address enquiries to Mr. D. Barrow, Operations officer, telephone 965-2745.

Key Park or region name
Size 126 provincial parks
Storage Paper file
Retention Indefinitely

27 Ontario Recreation Supply
Inventory

Objective To develop and maintain a comprehensive inventory of recreational facilities and resources within the province, as well as estimates of the recreational opportunities that these facilities and resources provide.

Content Detailed questionnaire data on physical description, fee schedules, ownership, type of use, and associated amenities of facilities for 18 major outdoor recreation activities such as camping, boating and trail activities, as well as for commercial accommodation, for Ontario south of French-Mattawa Rivers.

Accessibility Open file. Address enquiries to the appropriate regional and district offices in southern Ontario.

Key County, township and administrative unit number
Size 50,000 questionnaires (15,000 administrative units)
Storage Magnetic tape; Mark IV File Management System
Retention Indefinitely, with annual updating.

28 Ontario Recreation Survey,
1973-1974

Objective To provide data on the tourism and recreational behaviour of Ontario residents for the use of developing or evaluating the Outdoor Recreation program; to provide the integrated data base required for the detailed analysis of the complexities of tourism and recreational behaviour.

Content Over 1,000 data variables on participation in up to 73 different activities, recreational trips, the use of free time, preferences for activities and trips, and demographic characteristics.

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group (cont'd):

Fisheries Branch (cont'd):

Accessibility Open file. Access by the public is obtained through the Institute of Behavioural Research, York University, or Leisure Studies Data Bank, University of Waterloo.

Key Recreation participation, activity.

Size 10,232 cases x 2080 bytes

Storage Magnetic tape

Retention Indefinitely.

29 Park Cost Study 1975-1976

Objective To provide data on provincial park costs.

Content Record of park operating and maintenance costs. Analysis of park cost data.

Accessibility Open file. Address enquiries to Manager, Operations, telephone 965-5661.

Key Park name

Size 65 provincial parks

Storage Paper file

Retention Indefinitely

30 Provincial Park User Survey File

Objective To provide data on use and users of provincial parks.

Content A variety of information about park users and their use of provincial parks.

Accessibility Open file. Address enquiries to Mr. D.E. Hallman, Senior Planner, telephone 965-3981.

Key Park name, type of user (day visitor/camper)

Size 89 parks by March 31, 1980

Storage Magnetic tape

Retention Indefinitely

Wildlife Branch :

31 Aerial Inventory of Moose

Objective To provide data for statistical analysis of the moose population

Content Records of flight conditions and observations of moose.

Accessibility Open file. Address enquiries to Dr. R.A. Stefanski, Biologist, Wildlife Program Development, telephone 965-4251.

Key Mercator Grid Code, Wildlife Management Unit

Size 500

Storage Magnetic tape

Retention Indefinitely

32 Bear Hunter and Harvest Data (Resident and Non-Resident)

Objective To provide data for bear management in Ontario.

Content Results of mail survey questionnaire.

Accessibility Open file. Address enquiries to Mr. J.M. Barbowski, Biometrician, Wildlife Services, telephone 965-7054.

Key MNR district

Size About 1,500 annually (dates to 1971)

Storage Magnetic tape

Retention Indefinitely

33 Beaver Population Dynamics

Objective To provide data for beaver management relative to harvest potential.

Content The productivity, mortality and density of the beaver population.

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group (cont'd):

Wildlife Branch (cont'd):

Accessibility Open file.
Address enquiries to Mr. M. Novak, Co-ordinator, Fur Management, Wildlife Services, telephone 965-3345.

Key Specimen number and exact map location
Size 15,000
Storage Paper file
Retention Indefinitely

34 Big Game Killed by Means Other Than Legal Hunting

Objective To provide an independent means of assessing changes in game populations and of assessing natural mortality.

Content Data on big game killed by means other than legal hunting and the reproductive rates of animals killed.

Accessibility Open file.
Address enquiries to J.M. Barbowski, Biometrician, Wildlife Services, telephone 965-7054.

Key MNR district, wildlife management unit
Size 1,500 annually
Storage Magnetic tape
Retention Indefinitely

35 Deer Hunter and Harvest Data (Resident and Non-Resident)

Objective To provide data for deer management in Ontario.

Content Results of mail survey questionnaire. Data are available from 1969.

Accessibility Open file.
Address enquiries to Mr. J.M. Barbowski, Biometrician, Wildlife Services, telephone 965-7054.

Key MNR district
Size 10,000 annually (approx.)
Storage Magnetic tape
Retention Indefinitely

36 District Waterfowl Banding Report

Objective To provide reference data concerning waterfowl banding.

Content The number and species of waterfowl live - trapped and banded at various locations in each district.

Accessibility Open file.
Address enquiries to Mr. John Marcus, Biologist, Wildlife Program Development, telephone 965-4251.

Key None
Size 18
Storage Paper file
Retention 5 years

37 Moose Hunter and Harvest Data (Resident and Non-Resident)

Objective To provide data for moose management in Ontario

Content Results of mail survey questionnaire. Data are available from 1969.

Accessibility Open file.
Address enquiries to Mr. J.M. Barbowski, Biometrician, Wildlife Services, telephone 965-7054.

Key MNR region
Size 10,000 annually (approx.)
Storage Magnetic tape
Retention Indefinitely

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group (cont'd):**Wildlife Branch (cont'd):****38 Predator Control**

Objective To provide data for predator management

Content Data on investigations of predation (wildlife) on domestic stock and game populations.

Accessibility Open file.
Address enquiries to J.A. Shannon, Supervisor, Wildlife Services, telephone 965-4251.

Key None

Size 75-100 annually

Storage Paper file

Retention 10 years

39 Snow Cover Records

Objective To provide snow cover data that can be correlated with and eventually be used to predict survival of game animals.

Content Measurements of snow depth and crust conditions taken weekly at approximately 100 OMNR stations across the province from 1952-53 to the present along with freeze-up and break-up dates of reference lakes.

Accessibility Open file.
Address enquiries to Mr. R.L. Hepburn, Wildlife Research, telephone 832-2761.

Key MNR district, station designation.

Size 60,000

Storage Paper files

Retention Indefinitely

40 Small Game Hunter and Harvest Data (Resident and Non-Resident)

Objective To provide data for small game management.

Content Results of mail survey questionnaire.

Accessibility Open file.
Address enquiries to Mr. J.M. Barbowski, Biometrician, Wildlife Services, telephone 965-7054.

Key MNR region

Size Varies by survey year

Storage Magnetic tape

Retention Indefinitely

41 Summer Grouse Observations

Objective To provide data to follow trends in ruffed grouse populations and to predict availability of ruffed grouse on an annual basis.

Content Data on the grouse observed per mile of vehicle travel.

Accessibility Open file.
Address enquiries to J. Harkus, Wildlife Program Development, telephone 965-4251.

Key None

Size 49

Storage Paper file and computer cards

Retention Indefinitely

42 Summer Hunting and Harvest Data (Resident and Non-Resident)

Objective To provide data for small game management

Content Results of mail survey questionnaires.

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group (cont'd):

Wildlife Branch (cont'd):

Accessibility Open file.
Address enquiries to Mr. J.M.
Barbowski, Biometrician,
Wildlife Services, telephone
965-7054.

Outdoor Recreation Group (cont'd):

Wildlife Branch (cont'd):

Key MNR district
Size Varies by survey year
Storage Magnetic tape
Retention Indefinitely

43 Waterfowl Census

Objective To provide Ontario's
contribution to Atlantic Water
Fowl Flyway.

Content The census figures for
various species of waterfowl
overwintering in Ontario waters
of the Great Lakes and
connecting waters.

Accessibility Open file.
Address enquiries to Mr. John
Harcus, Biologist, Wildlife
Program Development, telephone
965-4251.

Key Species and location
Size 15
Storage Paper file
Retention Indefinitely

MINISTRY OF THE SOLICITOR GENERAL

**Ontario Police Commission
(Supervision of Police Forces
Program) :**

**01 Uniform Crime Reporting -
Municipal and Regional Police
Forces Administration Statistics**

Objective To provide data for the maintenance of a system of statistical records for the purpose of aiding the police forces in Ontario.

Content Statistics concerning municipalities having a police force.

Accessibility Open file.
Address enquiries to Mr. S. Fairweather, Advisor, telephone 965-6071.

Key Name and address

Size 207

Storage Paper file, "See-Fax" card

Retention 3 years

**02 Uniform Crime Reporting -
Criminal and Traffic Occurrences
in Municipal and Regional Police
Forces of Ontario**

Objective To supply statistics to Statistics Canada re criminal occurrences.

Content Statistics Canada Forms 92-1 and 93-1 which record by month for each force:

1. number of reported and actual offences
2. offences cleared and how cleared
3. sex and age group of offenders charged (these offences are under Criminal Code of Canada, other federal laws, provincial by-laws within their jurisdiction).

Accessibility Open file.
Address enquiries to Mr. W.R. Lee, Advisor, Ontario Police Commission, telephone 965-6071.

Key None

Size 1,536 forms per year

Storage Paper file, computer tape

Retention 5 years

Management Division:

**03 Uniform Crime Reporting -
Criminal Occurrences**

Objective To supply statistics to Statistics Canada re criminal occurrences and to provide crime information to O.P.P. administration.

Content Forms LE28A and Statistics Canada Forms "C" which record by month for each O.P.P. detachment:

1. number of reported and actual offences
2. offences cleared and how cleared
3. sex and age group of offenders charged (these offences are against Criminal Code of Canada, other federal laws, provincial statutes and municipal by-laws within O.P.P. jurisdiction).

Accessibility Open file.
Address enquiries to Supt. J.F. Foley, Director, Planning and Research, telephone 965-2542.

Key None

Size 2,400 forms per year
50,000 computer tape records per year

Storage Paper file, computer tape

Retention 1 calendar year plus the current year for original forms. Not determined for tapes

**04 Uniform Crime Reporting - Police
Administration Statistics**

Objective To provide data for input to Statistics Canada statistics and O.P.P. annual report.

MINISTRY OF THE SOLICITOR GENERAL

Ontario Provincial Police Program
(cont'd):

Management Division (cont'd):

Content Records:

1. area policed and population
2. transport in use
3. full-time personnel complement
4. number of occurrences re: missing persons, drownings and auto thefts.

Accessibility Open file.

Address enquiries to Supt. J.F. Foley, Director, Planning and Research, telephone 965-2542.

Key None

Size Not available

Storage Paper file

Retention Not decided

05 Uniform Crime Reporting - Traffic Occurrences

Objective To supply statistics to Statistics Canada re traffic accidents and offences.

Content Statistics Canada Form "T" recording by district for each month:

1. number of traffic offences reported and actual
2. offences cleared and how cleared
3. sex and age group of offenders (offences re: Criminal Code of Canada, other federal laws, Ontario Highway Act, other provincial Acts, and municipal by-laws, within O.P.P. jurisdiction).

Accessibility Open file.

Address enquiries to Supt. J.F. Foley, Director, Planning and Research, telephone 965-2542.

Key None

Size 30 forms per month

Storage Paper file

Retention 2 years

Public Safety Division Program:

Centre of Forensic Sciences:

06 Breathalyzer Statistics

Objective To provide data on:

1. location of tests
2. number of interviews
3. number of refusals
4. number of tests
5. number charged
6. number not charged (low reading)

Content Annual report of breathalyzer programme.

Accessibility Open file.

Address enquiries to Mr. D.M. Lucas, Director, telephone 965-2561.

Key Force interviewing, location and results

Size Not stated

Storage Paper file

Retention 25 years

07 Monthly Report of Cases

Objective To provide data on:

1. frequency of offences broken down geographically
2. numerical count of offences against the criminal code
3. court appearances at various levels
4. workload in terms of exhibits submitted for examination.

Content Monthly-annual reports of cases, their place of origin, type, number of exhibits and court appearances.

Accessibility Open file.

Address enquiries to Mr. D.M. Lucas, Director, telephone 965-2561.

Key Type of case, place of origin, number of exhibits and court appearances

Size Not stated

Storage Paper file

Retention 5 years

MINISTRY OF THE SOLICITOR GENERAL

Public Safety Division Program
(cont'd):**Chief Coroner's Office :****08 Coroner's Investigation File,
Coroner's Inquest File**

Objective To provide statistical data by main heading and sub-heading cause of death.

Content

1. Post Mortem Report
2. Laboratory Reports
3. Medical Certificate of Death
4. Police Report
5. Coroners Investigation Statement
6. Coroner's Inquest Statement (if inquest held)
7. General Correspondence relating to death
8. Verdict of Coroner's Jury.

Accessibility Open file, after inquest is held. Address enquiries to Mr. E.L. Martin, Office Manager, telephone 965-6678.

Key Numerical code, card index

Size 29,000 annually

Storage Paper file

Retention Maintained in files for 3 fiscal years

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Communications Division
(Communications Policy Branch):

01 Census (CENSUS module)

Objective To permit definition of areas for determination of service availability from CATV and independent telephone companies in Ontario. To permit analysis of demographics of CATV and independent telephone company subscribers.

Content This module which is under development, contains the following data at the level of 1976 enumeration areas; households, labour force, and codes for the CATV or independent telephone company serving each EA.

Accessibility Open file.
Address enquiries to Mr. J.A. O'Flynn, Manager,
Cable/Broadcast Research Office,
telephone 248-3961.

Key Region, county, ED, EA,
independent telephone company
code, Statistics Canada CATV
system code

Size 7.5 megabytes

Storage Disc and tape - System
2000 database

Retention Until new census data
are available and the file has
been updated

02 CRTC Decisions (CRTC module)

Objective To permit
identification of all decisions
of the federal regulatory
commission, CRTC, dealing with
broadcast and cable companies in
Ontario.

Content Coded data on CRTC
decisions.

Accessibility Open file.
Address enquiries to Mr. J.A.
O'Flynn, Cable/Broadcast
Research Office, telephone
248-3961.

Key Decision number, applicant
name, location, decision
subject.

Size 0.5 megabytes

Storage Disc - System 2000
database

Retention Continuous updating

**Finance and Administration (Financial
Branch):**

**03 Expenditures on Highways by
County and District**

Objective To provide data on
expenditures on highways for
political, statistical and press
releases by various
jurisdictions.

Content Data on expenditures on
highways by county and district.

Accessibility Open file.
Address enquiries to Mr. A.W.
Ferguson, telephone 248-3477.

Key Highway number and location
Size 1,000

Storage Magnetic tape
Retention Indefinitely

04 Material Price Index

Objective To provide data for
planning and budgeting purposes.

Content A record of the price,
quantity and type of material
purchased by Ministry of
Transportation and
Communications from various
suppliers.

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Communications Division (cont'd):**Finance and Administration (Financial Branch) (cont'd):**

Accessibility Open file.
Address enquiries to Mr. A.W. Ferguson, telephone 248-3477.

Key Purchase order number and type of material

Size 400

Storage Paper file

Retention 35 years

Content The operating expenses of ferries under the Ministry of Transportation and Communications' jurisdiction.

Accessibility Open file.
Address enquiries to Mr. A.W. Ferguson, telephone 248-3477.

Key None

Size Not available

Storage Paper file

Retention Indefinitely

05 Tender Price Index

Objective To provide data for: cost estimates, budget purposes, comparing price trends with other provinces and signalling unusual price movements.

Content Data on prices, contract numbers, quantities and location of work performed by contractors on behalf of the Ministry of Transportation and Communications.

Accessibility Open file.
Address enquiries to Mr. A.W. Ferguson, telephone 248-3477.

Key Contract number and tender item

Size 500

Storage Paper file

Retention 35 years

Operations (Highway Engineering Division):**Design and Construction Branch :****07 Hydrometric Records (HYMEDA) (Stream Flow Records)**

Objective To provide surface water data for Ontario and for some boundary streams, which may be used: for hydrologic calculations; for derivation of flood magnitudes and frequencies; and, for flood frequency plots.

Content Description of station, name and location; maximum annual mean daily discharges; maximum annual instantaneous discharges; dates for 2 and 3. time for 3, theoretical return frequency of flood for period on record for 2 and 3.

Accessibility Open file.

Address enquiries to Mr. J.D. Harris, Head, Hydrology Section, telephone 248-3723.

Key I.W.B. gauging station numbers. (Geographical location is included in the number.)

Size 676 records comprising up to 1,000 fields each

Storage Magnetic tape

Retention Indefinitely

06 Water Transportation Report - Operating Expenses of Ferry Boats

Objective To provide data to report to Statistics Canada the Ministry of Transportation and Communication's operating expenses for the various ferries; in compliance with Water Transportation Report, Statistics Act, Chapter 257.

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Operations (Highway Engineering Division) (cont'd):

Engineering Materials Office :

08 Chloride Concentration in Structural Concrete

Objective Historic data retained for maintenance purposes

Content Chloride concentration in concrete at various depths in the concrete below the surface.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key At various structures and pavement locations in the province.

Size 300 structures

Storage Paper file

Retention Indefinitely

09 Construction Information System (Concrete)

Objective Historic for maintenance purposes

Content Strength test results on the plastic and hardened concrete.

Accessibility Open file.
Address enquiries to Mr. G.A. Wrong, Head, Pavement Design and Management, telephone 248-3255.

Key Contracts containing concrete in the province.

Size 2,500 contracts, 300,000 samples

Storage Magnetic tape, punch cards and file

Retention Life of structure, approx. 40 years

10 Ferrous Hydroxide Concentration - Half Cell Voltage Reading

Objective Historic for maintenance purposes.

Content Half cell readings of the voltage in concrete at a certain date.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key Various structures in the province

Size 200 structures

Storage File

Retention Indefinitely

11 Geotechnical Cross Reference and Retrieval System (Geocres)

Objective To provide subsoil, bedrock and ground-water information within the province of Ontario for government agencies, civil engineering and geological consultants, contractors, institutions of learning and the general public and to serve archive purposes.

Content The results of all the foundations subsoil investigations carried out between 1954 and the current year by the Ministry or by consultants directly or indirectly for the Ministry. The locations of the investigations are marked on detailed maps. Reports and soil data may be viewed by microfiche reader.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Operations (Highway Engineering Division) (cont'd):

Key Geographical location, highway number

Size 1,000 records

Storage Paper file

Retention Indefinitely

Engineering Materials Office (cont'd):

Key Geographical locations, work order, project, contract, district, site and highway numbers

Size 3,500

Storage Paper file, microfiches, cross-index computer printouts

Retention Indefinitely

12 Asphalt Plant Extraction Check Results (1961-1978)

Objective Long term performance study

Content Type of mix; tests performed on the mix and materials; sources of materials.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key Contract number, location

Size 70,000 records

Storage Paper file, computer

Retention Indefinitely

13 Mays Meter

Objective To conduct road roughness survey of highways by region as requested.

Content Roughness readings in inches per mile as given by Mays Meter. Surveys are of old highways before resurfacing and newly constructed or resurfaced highways. Results are summarized by contract, location, average inches per mile and standard deviation.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, Manager, Engineering Materials Office, telephone 248-3987.

14 Mineral Aggregate Inventory

Objective To assess the suitability of aggregates for Ministry contracts.

Content Location, quantity and quality of aggregates, results of physical, chemical and petrographic tests, history of past usage of aggregates.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key Source number, geographical location

Size 15,000 sources

Storage Paper file, militia maps

Retention Indefinitely

15 M.T.C. Water Supply Inventory

Objective To assess need and efficiency of domes and to monitor salt contamination level in well water.

Content Well drilling record, salt and other mineral content of water. Readings have been taken twice yearly since 1967.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key Ministry district, well number, geographical location

Size Data on 300 wells

Storage Paper file

Retention Indefinitely

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Operations (Highway Engineering Division) (cont'd):

Engineering Materials Office (cont'd):

16 Pavement Management Feedback and Information System (PAMFIS)

Objective To provide feedback information on design, construction, maintenance and performance of various pavement structures built within Ontario's King's and secondary highways systems.

Content Information on basic pavement design elements, construction, materials and subsequent history of pavement performance and behaviour. New reconstruction and resurfacing projects are added to the file every year.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key Contract number, Highway number

Size 1,300 contracts

Storage Computer disk and magnetic tape

Retention Indefinitely

Ontario Telephone Service Commission:

17 Telephone Systems Annual Reports and Statistics Canada Reports

Objective To provide information on the operation of independent telephone systems in Ontario.

Content Financial information on the operation and statistics on the number of telephones in the independent telephone systems.

Accessibility Open file.

Address enquiries to Mr. P.G. Schofield, Secretary/Registrar, Ontario Telephone Services Commission, telephone 248-3831.

Key Name of telephone system

Size 34 telephone systems

Storage Paper file

Retention 8 years

Planning, Research and Development (Municipal/Provincial Transportation Branch):

Municipal Roads Office :

18 Municipal Data Bank

Objective Production of existing information to future years.

Content Description of bridges, roads and transit systems for each town and city over 5,000 in population.

Accessibility Open file.

Address enquiries to Mr. John Moffat, Manager, Municipal Roads Office, telephone 248-3621.

Key Municipality

Size Number of municipalities over 5,000 in population

Storage Hard copy, magnetic tape

Retention Indefinitely

19 Municipal Roads and Streets Kilometric Reports

Objective To provide data on municipal roads and streets for statistical and subsidy purposes.

Content Breakdown of municipal road mileages annually compiled by ministry districts, county, jurisdiction, surface type, number of lanes (1969-1977).

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

**Planning, Research and Development
(Municipal/Provincial Transportation
Branch) (cont'd):****Municipal Roads Office (cont'd):**

Accessibility Open file.
Address enquiries to Mr. John
Moffat, Manager, Municipal Roads
Office, telephone 248-3621.

Key Name, location, year
Size 7,000
Storage Paper file
Retention Indefinitely

**Provincial Roads Planning Services
Office :****20 Highway Inventory Counts**

Objective Input to highway
planning

Content Hourly volumes, daily
volumes, average weekday
traffic, average daily traffic,
directional splits, design hour
volume, sectional pattern,
average annual daily traffic,
summer average daily traffic,
summer average weekday traffic,
winter average daily traffic.

Accessibility Open file.
Address enquiries to Mr. P.T.
Froggatt, Head, Highway Systems
Information Section, telephone
248-3066.

Key Hourly counts
Size Not available
Storage Hard copy
Retention Indefinitely

21 Permanent Counting Station Counts

Objective Input to highway
planning.

Content Hourly volumes, daily
volumes, monthly A.D.T. and
A.W.T. 30th highest hourly
volume, AADT, SADT, SAWDT, WADT,
monthly variation factors,
bi-weekly adjustment factors,
highest hourly and daily volumes
in a month, lane distribution,
and directional split.

Accessibility Open file.
Address enquiries to Mr. P.T.
Froggatt, Head, Highway Systems
Information Section, telephone
248-3066.

Key 15-minute and hourly counts
Size 22 locations
Storage Hard copy; magnetic tape
Retention Indefinitely

22 Plots of Performance Indicators

Objective Summary of yearly
programs.

Content King's highways and
secondary highways, miles of
road, vehicle kilometers of
travel.

Accessibility Open file.
Address enquiries to Mr. P.T.
Froggatt, Head, Highway Systems
Information Section, telephone
248-3066.

Key Ministry districts and
regions
Size Not available
Storage Hard copy
Retention Indefinitely

**Planning, Research and Development
(Planning Division):****Urban and Regional Transportation
Planning Office:****23 Census Place of Work Data 1971**

Objective To provide place of
work and of residence data
within Toronto Area Regional
Model Study (TARMS) Area.

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Planning, Research and Development (Planning Division) (cont'd):

Urban and Regional Transportation Planning Office (cont'd):

Content 1971 Census flow of employed labour force between place of work and place of residence within Toronto CMA, Hamilton CMA and Oshawa CA by census tracts.

Accessibility Open file.
Address enquiries to Mr. V.C. Ma, Head, Transportation Demand and Policy Analysis, telephone 248-3795.

Key 1971 census tracts, maps and list

Size 650 zones

Storage Computer tape and list

Retention Indefinitely

24 Central Ontario Region Population and Employment Forecasts

Objective To provide various sets of adjusted municipal development aspirations to disaggregate planning zones.

Content Population and employment estimates for the years 1976, 1991, and 2000+ by CD, CSD, COR zones and PTZ zones.

Accessibility Open file.
Address enquiries to Mr. D. Nitkin, Head, Land Use Analysis, telephone 248-3766.

Key Population and employment, Central Ontario Region
Size 1,984 (PTZ) zones
Storage Computer tape and list
Retention Indefinitely

25 Time Series Census Data

Objective To provide census information by municipality and census subdivision for constant 1976 census boundaries.

Content 1971 and 1976 population, housing and employment statistics (70 variables).

Accessibility Open file.
Address enquiries to Mr. D. Nitkin, Head, Land Use Analysis, telephone 248-3766.

Key 1971 and 1976 census

Size 912 CSD's

Storage Computer tape

Retention Indefinitely

26 Time Series Employment Data

Objective To provide a listing of employees of firms with 50 or more employees by municipality and census subdivision.

Content 1974 and 1979 employment by place of employment for the years 1974 and 1979, for Ontario, CSD's and CD's.

Accessibility Open file.
Address enquiries to Mr. D. Nitkin, Head, Land Use Analysis, telephone 248-3766.

Key Adopted from Dun and Bradstreet

Size 912 CSD's

Storage Computer tape

Retention Indefinitely

MINISTRY OF TREASURY AND ECONOMICS

In this section files are classified as confidential where:

The individual data are collected under the Federal and Provincial Statistics Acts.

Special arrangements exist with Statistic Canada which limit data release.

Individual data are collected with the understanding that they shall be held confidential.

The release of data from a restricted file requires authorization by a responsible Officer of the Branch operating the file. The specific nature of the restrictions will be explained on request.

In practice, these restrictions rarely present obstacles to the supply of useful data.

Central Statistical Services:

01 Census of Manufactures: County - Major Industry Group Data, 1967-1977

Objective To provide the Ministry of Treasury and Economics with manufacturing statistics for economic analysis and policy formulation.

To facilitate analysis of aggregate county level data in accordance with the needs of Ontario Government ministries and the public.

Content Data for each major group within county consisting of: number of establishments, number of male employees, number of female employees, salary and wages, value added (manufacturing), value added per employee and wages and salaries per employee.

Accessibility Confidential file.
Address enquiries to Data Management, telephone 965-7078.

Key Census year, county and major industry group
Size 12,000 records per year
Storage Magnetic tapes
Retention 12 years

02 Census of Manufactures, Energy Consumption, 1971-1977

Objective To provide the Ministry of Treasury and Economics with manufacturing statistics for economic analysis and policy formulation.

To supply aggregated data to other Ontario Government ministries and the public.

Content Energy statistics commodities carried in the Fuel and Electricity section of the Census of Manufactures Questionnaires by industry. Annual publication: Consumption of Fuel and Electricity by Ontario Manufacturing Industries.

Accessibility Confidential file.
Address enquiries to Data Management, telephone 965-7078.

MINISTRY OF TREASURY AND ECONOMICS

Central Statistical Services
(cont'd):

Key Commodity name and standard industrial classification
Size 6,800 records per year
Storage Magnetic tapes
Retention 12 years

03 Census of Manufactures, Establishment Data, 1967-1977

Objective To provide the Ministry of Treasury and Economics with manufacturing statistics for economic analysis and policy formulation.

To supply aggregated data to other Ontario Government ministries and the public.

Content Data for each establishment classified by industry, geographical location, type of organization and establishment size for Ontario. The statistics include inventories, fuel and electricity consumed by commodity, materials and supplies used, shipments, production, employment, payroll, hours worked, hours paid.

Accessibility Confidential file. Address enquiries to Data Management, telephone 965-7078

Key 1967 to 1972: Standard Industrial Classification (SIC), Geographical and Establishment codes
1973 to 1976: SIC and Record Serial Number.
Size 13,000 records per year
Storage Paper file, magnetic tapes
Retention 12 years

04 Census of Manufacturers, Establishment Description, 1970-1978

Objective To generate selected and sorted listings and labels of Ontario establishments reporting in the Census of Manufactures, for mail-out purposes and for assistance in analysis.

Content Names and addresses of establishments, classified by industry, geographical location, change in establishment status (e.g. by amalgamation or by industry transfer) and in some cases, by employment size range (1970-77) and type of ownership (Canadian or foreign owned 1970). Generated in alphabetical, geographical or industry sequences.

Accessibility Files are initially confidential although special arrangements exist to facilitate release of data within the government for restricted use by specific branches. When all establishment data are validated for a given census year, then the basic establishment description information (except head offices) becomes non-confidential. Address enquiries to Data Management, telephone 965-7078.

Key Record serial number
Size 16,000 records per year
Storage Magnetic tapes, computer printouts
Retention 12 years

MINISTRY OF TREASURY AND ECONOMICS

Central Statistical Services
(cont'd):**05 Census of Manufactures,
Manufactured Commodities
1971-1977**

Objective To provide the Ministry of Treasury and Economics with manufacturing statistics for economic analysis and policy formulation.

To supply aggregated data to other Ontario Government ministries and the public.

Content

1. Output commodity statistics (quantities and values) for all Ontario.
2. Output commodities, by establishment for Ontario. Each record is classified for geographical location (by municipality, planning region and metropolitan area codes and industry).

Accessibility Confidential file. Address enquiries to Data Management, telephone 965-7078.

- Key** 1. Standard Industrial Commodity Classification (ICC)
2. Record Serial Number (RSN)

Size 1,750 records per year for ICC
33,000 records per year for RSN

Storage Magnetic tapes
Retention 12 years

**06 Census of Manufactures Multi-Year
Establishment Level File of
Ontario Manufacturing Statistics
(MEFOMS), 1971-1977**

Objective To provide the Ministry of Treasury and Economics with manufacturing statistics for economic analysis and policy formulation.

To facilitate analysis of Census of Manufactures data at various levels of aggregation in accordance with the needs of Ontario Government ministries and the public.

Content (1971-1977) Data for each establishment are provided, including: standard industrial classification, county-municipality code, planning region codes, type of organization code, value of shipments, value added, number of production workers, number of salaried employees (male and female), production wages, total salaries, total cost of fuel and electricity consumed, cost of manufacturing materials.

Accessibility Confidential file. Address enquiries to Data Management, telephone 965-7078.

Key Census year, record serial number
Size 75,000 records per year
Storage Magnetic tapes
Retention 12 years

**07 Census of Manufactures, New
Establishment File 1966-1975**

Objective To provide the Ministry of Treasury and Economics with manufacturing statistics for economic analysis and policy formulation.

To supply aggregated data to other Ontario Government ministries and the public.

Content Establishment level information. In addition to the principal statistics each record indicates the age of each establishment and its status (active or discontinued). The file is designed to facilitate the inclusion of new data as they become available. (Corresponding information for 1976 and 1977 can be generated from file 04).

MINISTRY OF TREASURY AND ECONOMICS

Central Statistical Services
(cont'd):

Accessibility Confidential file.
Address enquiries to Data
Management, telephone 965-7078.

Key Year of operation, record
serial number

Size 6,000 records

Storage Magnetic tapes

Retention 12 years

**08 Census of Manufactures Principal
Statistics 1949-1977**

Objective To provide the
Ministry of Treasury and
Economics with manufacturing
statistics for economic analysis
and policy formulation.

To supply aggregated data to
other Ontario Government
ministries and the public.

Content

1. (1961-1977) Industry level
principal statistics for
Canada and for each province.
2. (1949-1961) Major industry
group level principal
statistics for Canada and for
each province.
3. (1961-1977) Industry level
principal statistics for
Ontario.

Accessibility

1. and
2. - Open files.
3. - Confidential file. Address
enquiries to Data Management,
telephone 965-7078.

Key

1. Census year and SIC
2. Census year and major
industry group
3. Census year and SIC

Size

1. 4,000 records per year
2. 5,000 records
3. 1,000 records

Storage Magnetic tapes

Retention 12 years

09 Census of Population and Housing

Objective To provide data to
government researchers, policy
planners, and the public.

Content Preplanned tabulations
in the subject matter areas of
demography, family, households,
housing, schooling, income,
labour force,
immigration/migration and intra-
area travel. Data are available
for the census years 1961, 1971,
and 1976.

Accessibility Open file.
Address enquiries to Data
Management, telephone 965-7078.

Key Year, geographic code
Size 15,000 records per file
(approx.)

Storage Microfilm (1971),
Microfiche (1976) and tapes

Retention Indefinitely

10 Driver Licence Transfers

Objective To obtain information
on internal migration.

Content Old and new
municipalities of drivers
reporting address changes, by
age and sex. No personal
identifiers. Data are available
for calendar years 1975 and 1976
and for June 1, 1976 to May 31,
1977 and June 1, 1977 to May 31,
1978, and June 1, 1978 to May
31, 1979.

Accessibility Open file.
Address enquiries to Dr. J.
Singh, Social and Economic Data,
telephone 965-2217.

Key Municipality

Size One million

Storage Magnetic tape

Retention 5 years

MINISTRY OF TREASURY AND ECONOMICS

Central Statistical Services
(cont'd):**11 Labour Force Projections**

Objective To provide estimates of future labour force for planning purposes.

Content For each projection year, numbers of persons by age groups, sex and county. Data are available for 1976-2001.

Accessibility Open file.
Address enquiries to Miss D. Fetterly, or Mr. C. Tappenden, Social and Economic Data, telephone 965-2217.

Key County

Size 30,000 elements

Storage Computer file

Retention Projections are updated every 5 years, following the census of population of Canada.

12 Population Projections

Objective To provide estimates of future population for planning purposes.

Content For each projection year, numbers of persons by age, sex and county. Data are available for 1976-2001.

Accessibility Open file.
Address enquiries to Mr. G. Kozab, Dataline, telephone 964-9515, or Mr. C. Tappenden, Social and Economic Data, telephone 965-2217.

Key County

Size 1,560,000 elements

Storage Computer file

Retention Projections are updated every 5 years, following the census of population of Canada

13 Quarterly Ontario Economic Accounts

Objective To provide data on aggregate production, income and expenditure in Ontario for planning and policy analysis purposes.

Content Estimates of gross provincial product, gross provincial expenditure, personal income and their main components. Data are quarterly, for the period 1947 to the current quarter.

Accessibility Open file.
Address enquiries to Mr. G. Kozab, Dataline, telephone 964-9515, or Mr. C. Tappenden, Social and Economic Data, telephone 965-2217.

Key Item Number

Size 5,000 elements

Storage Computer file

Retention Data are updated and revised annually

14 Revenue Enumeration Data

Objective To obtain annual estimates of population by municipality and county.

Content For each residential property: number of occupants by age and sex, type of occupancy, religion, school support, citizenship, county and municipality. No individual person or property identifiers. Data are as of December, 1978.

Accessibility Open file.

Address enquiries to Dr. J. Singh, Social and Economic Data, telephone 965-2217.

Key Municipality

Size 8,000,000

Storage Magnetic tape

Retention 10 years

MINISTRY OF TREASURY AND ECONOMICS

Central Statistical Services
(cont'd):

15 Vital Statistics

Objective To obtain data on births, deaths and marriages for population projection purposes.

Content Vital statistics.
Births by sex of infant, age of mother, residency, order of birth, place of birth. Deaths by age and sex, cause, residency, place of death. Marriages by age of each partner, first or other marriage and residency of each partner. Data are available for the years 1951-1977.

Accessibility Open file.
Address enquiries to Dr. J. Singh, Social and Economic Data, telephone 965-2217.

Key Municipality
Size 250,000 records per year
Storage Magnetic tape
Retention Indefinitely

Fiscal Policy Division:

Intergovernmental Finance and Grants
Policy Branch:

16 Municipal Grants Population

Objective To maintain an accurate (machine readable) historical record of municipal grants population for Ontario unconditional-grant purposes.

Content Municipal Grants
Population, 1973-present.

Accessibility Open file.
Address enquiries to Mr. V. Milek, telephone 965-3505.

Key Municipal code
Size 900 records annually
(approx.)
Storage Magnetic tape, paper file
Retention 10 years, local; 10 years, Records Centre

17 Ontario Unconditional Grants

Objective To maintain an accurate (machine readable) historical record of Ontario assistance to local governments in the form of unconditional grant entitlements.

Content Unconditional grant entitlements: Resource Equalization; General Support; Northern Ontario Special Support; Per Capita, General; Per Capita, Police; Per Capita, Density. Data are available from 1973.
1967 - 1972 per capita grants data are also available.

Accessibility Open file.
Address enquiries to Mr. V. Milek, telephone 965-3505.

Key Municipal code
Size 900 records annually
(approx.)
Storage Magnetic tape and paper file. Prior to 1973, paper file only
Retention 10 years, local; 10 years, Records Centre

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Ontario

Ministry of  Central
Treasury and  Statistical
Economics  Services



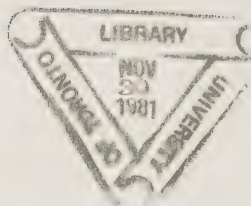
Index of Statistical Files in the Ontario Government 1981



Ontario

Ministry of
Treasury and
Economics

Central
Statistical
Services



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PREFACE

This is the seventh annual edition of the Index of Statistical Files in the Ontario Government.

The Index is intended to serve information officers, researchers and persons who need statistical and related information from within the Ontario Government.

We wish to thank the ministries and agencies whose files are listed here, for their co-operation and help in assembling information for the Index.

Pages i through iii should be read before using the publication.

September 1981
Central Statistical Services

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INTRODUCTION

This year's issue follows the layout, standards and publication economy of previous years publications, in compliance with user reaction to the style.

The data continue to be refined. In some cases more information has been made available, in others material that was redundant or out of date has been deleted. Each file listing has been perused and amended where necessary to be in keeping with changes that have taken place since 1979-1980.

The following explanatory remarks are made to clarify the approaches adopted in this issue of the Index, and to provide general information for the user:

Standard Format

Most file listings follow a standard format for the purpose of styling. However, in some cases the format has had to be altered to accommodate special conditions. In some cases ministries have prefaced their material by comments which are relevant only to their information.

Data Release

In most cases files are designated as "Open" which means that there are no confidentiality requirements imposed on the data. In the cases where files are "restricted" or "confidential" useful data release is usually possible. Enquiries should be made directly to the relevant Ministry staff.

Definitional information is given where necessary with the relevant Ministry File Listings.

TERMS USED IN THIS INDEX

A Statistical File, defined for the purpose of this publication, is any file which contains statistical data (as described below) or, is a numerically accurate derivative from such a file; and, contains data which are relevant to the results of and progress of programs and activities in the Government of Ontario. In some cases a file, while not qualifying as a statistical file by the preceding definition, will qualify for this publication by providing numeric or classifiable data in some detail for an arbitrary, or non-representative sample of units in the population. In such cases, because the data are potentially useful for carrying out statistical studies on groups of units within the total population (e.g. a group classified by size or by geographic region), the file is classified as a statistical file.

The term File Listing relates to the description provided herein for a statistical file or for a related group of such files. In some cases a file listing will describe a data processing facility using input statistics and having capabilities for producing end reports containing numerical or other statistical data. Each file listing is listed within the relevant ministry and the appropriate part of that ministry and, supplies the following information: a file listing serial number (within ministry); listing name and, when available, ministry reference identification; objective; content; accessibility; key; size; storage; and, retention.

A description of these terms is given below.

Statistical Data are data:

which are numeric or, are capable of being ranked, classified or categorized (i.e. they are, or can be expressed, in nominal, ordinal, interval or ratio scales) which conform with pertinent data standards; and which result from representative sampling procedures whenever data for a whole population are not collected.

Further, the method of data gathering should be expected to be appropriate for achieving reasonable recording consistency; in other words the data should be as free as possible from error which cannot be assessed or estimated.

The Listing Serial Number is a number assigned sequentially to file listings, within each ministry. This number with the ministry code is used to provide a unique reference identifier for each file listing.

A Ministry Reference Identification is supplied with the file listing name whenever available. This is frequently the schedule number used in the ministry schedule showing status of file storage and disposition.

Objective describes the actual and expected uses for the file(s), or systems data, which may be referenced through the file listing.

The Content entry provides information on the data content of the file(s) and, where relevant, a description of systems processing capability. The purpose is to provide the reader with some understanding of the data which may be acquired from the file(s) or system(s) listed. Names of relevant publications are also given under this heading.

The Accessibility of data is affected by its confidentiality status and by the necessary data processing or records handling required to service an enquiry. The 1980-81 version of the index provides, under this entry, the file confidentiality status and, wherever possible, the name and/or position of a contact person to whom enquiries should be addressed.

Key lists the names of the main identifier(s) used in referencing specific records or parts of file(s). In some cases the key entry will comprise those data which are most often used for maintaining the file(s) records in sequence, that is the main "sort key".

A Record is a collection of related information about a particular subject - matter unit. For instance, the file, Population, Number of Dwelling Units, Land Area of Local Municipalities, contains a record on each municipality. Collectively, these records form one file.

Size is the number of records contained in files referenced through a file listing, or as specified.

Storage is a description of the physical media used for storage of the information contained in files referenced through a file listing.

Retention is the period of time that data, referenced through a file listing, are retained on file. In some cases this entry gives the retention period for different stages of file retention; (e.g.: first, in the Computer Centre and later in the Records Centre).

HOW TO USE THIS INDEX

Each unit in the main body of this Index is a separate listing (or "abstract") of a file, or set of files, available in a ministry, board or commission of the Ontario Government. One or more listings is given to a page. A description of the contents of each "File Listing" is given in the section on terms used in this Index.

In this issue two approaches for seeking material relevant to your interests can be used.

First, if the reader expects the information to be resident with a given ministry, it should be an easy task to scan the list of File Listings to see if likely titles are referenced. As the file listings are grouped under the operational unit or subject matter title within each ministry, File Listings for related topics are often found together.

Secondly, if the first approach is not appropriate or if it fails to show up a file listing that is relevant, consult the index.

In the index each subject entry is followed by one or more code designations consisting of a ministry code and a number. For instance, files on "fish" are listed as follows:

Fish,
 catch reports, NAT-R 23
 hatchery, NAT-R 19
 stocking, NAT-R 20, NAT-R 21

The alphabetical part of the code, in this case NAT-R (Ministry of Natural Resources) denotes the agency that operates the file. It also indicates where the abstracts can be found within the file listings in the publication. The abstracts are grouped by ministry, board or commission, each of which is assigned a specific code. These groups are arranged alphabetically in the "Listings of Statistical Files". For reference, the codes are listed on page v

In the example above, you would turn to section NAT-R, File Listings 19, 20, 21 and 23 to find listed those files which are maintained by the Ministry of Natural Resources.

Users of the index wishing to make inquiries concerning a specific file should communicate directly with the contact as referenced under Accessibility. If necessary, the central switchboard should be called for assistance, telephone 965-1211.

Note that all telephone numbers in the Toronto district telephone area (code 416) are given in shortened form without the area code.

CODES USED FOR
MINISTRIES APPEARING
IN THIS PUBLICATION

<u>Ministry</u>	<u>Code</u>
1. Agriculture & Food	AG & F
2. Attorney General	AT-GEN
3. Community & Social Services	COM & SS
4. Consumer and Commercial Relations	CON & CR
5. Culture & Recreation	CUL & REC
6. Education/Colleges and Universities	ED/CU
7. Energy	ENGY
8. Environment	ENVT
9. Government Services	GVT-S
10. Health	HLTH
11. Housing	HSG
12. Industry & Tourism	I & T
13. Intergovernmental Affairs	IGA
14. Labour	LBR
15. Natural Resources	NAT-R
16. Solicitor General	SOL-G
17. Transportation & Communications	T & C
18. Treasury & Economics	T & E

LIST OF FILE LISTINGS

MINISTRY OF AGRICULTURE AND FOOD

Agricultural Research Institute of Ontario

01 Agricultural Research Data - University of Guelph

Crop Insurance Commission

02 Beef Calf Enrolments (Beef Calf Income Stabilization Program)
03 Insurance Contracts Indemnity Claims (Crop Insurance Program)
04 1977 Grain Corn Plan Enrolments (Farm Income Stabilization
 Commission)

MINISTRY OF THE ATTORNEY GENERAL

Administrative Tribunals

01 Crime Victim Compensation - Award Process, Workload Statistics
02 Expropriation Compensation - Arbitration, Workload Statistics
03 Ontario Municipal Board, Workload Statistics

Common Legal Services

04 Official Guardian, Workload Statistics
05 Public Trustee, Workload Statistics

Legislative Counsel

06 Legislation, Workload Statistics

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

Office of the Deputy Minister

Strategic Planning and Policy Secretariat

01 Annual Statistical Supplement
02 Expenditures by Municipality

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

Commercial Standards Program

Ontario Securities Commission

01 Bulletin

Companies Division

- 02 Companies Information System - Cancellation Statistical Report
- 03 Companies Information System - Jurisdiction Report
- 04 Companies Information System - Weekly Update Statistical Report
- 05 Companies Information System - Year-to-Date Statistical Report
- 06 Monthly Cancellation Reports
- 07 Monthly Statistical Report of Partnership Registry

Financial Institutions Division

- 08 Annual report of the Registrar of Loan and Trust Corporations
- 09 Annual Report of the Superintendent of Insurance, Ontario

Public Entertainment Standards Program

Lotteries Branch

- 10 Lotteries Branch

Ontario Racing Commission

- 11 Annual Report

Registrar General Program

- 12 Ontario Vital Statistics

Liquor Control Board of Ontario

- 13 Store Inventories
- 14 Store Sales

MINISTRY OF CULTURE AND RECREATION

Citizens Information Branch

- 01 Inquiry Statistics

Libraries and Community Information

- 02 Statistics for Public Libraries in Ontario
- Translation Bureau**
- 03 Translation Statistics

MINISTRY OF EDUCATION/MINISTRY OF COLLEGES AND UNIVERSITIES

Colleges and Universities

Colleges

01	College of Applied Arts and Technology Applications Statistics
02	OCIS (Ontario College Information System) Students - Computer File
03	OCIS (Ontario College Information System) Students - Derived File
04	OCIS (Ontario College Information System) Staff- Computer File
05	OCIS (Ontario College Information System) Staff - Derived File
06	OCIS (Ontario College Information System) Space
07	OCIS (Ontario College Information System) Multi-year Plan Analysis
08	OCIS (Ontario College Information System) Financial

Universities

09	USIS (University Student Information System) - Computer File
10	USIS (University Student Information System) - Derived File

Industrial Training

11	Statistical Records, Tradesmen and Apprentices
12	Enrolment in Apprenticeship Programs
13	Enrolment in Adult Retraining Programs
14	Enrolment in Training in Business and Industry Programs
15	OMDP (Ontario Management Development Program) - Statistics

Student Awards

16	OSAP (Ontario Student Assistance Program) Statistical File - Computer
17	OSAP (Ontario Student Assistance Program) Statistical File - Derived
18	Special Bursaries and Awards for Post-Secondary Education

Financial Summaries

19	Financial Statements of Ontario Colleges of Applied Arts and Technology, Universities and Related Institutions
----	--

Education

Management Information Systems Branch

20	Approved Experimental Courses Report
21	Master Identification File (MIDENT)

Grants Policy Branch

22	Legislative Grant Approvals for School Construction
23	School Accommodation Inventory

MINISTRY OF ENERGY

Strategic Planning and Analysis Group

- 01 Crude Oil and Equivalent Propane/Butane and Unfinished Products
Transported to Ontario via U.S.A.
- 02 Imports of Fuels into Ontario by Source Country and Province of
Clearance
- 03 Ontario Primary Energy Consumption by Energy Type

MINISTRY OF THE ENVIRONMENT

Air Resources Branch

Air Quality and Meteorology Section

- 01 Air Quality and Meteorology Information System and Data Files
- 02 Continuous Monitoring Stations
- 03 Continuous Monitoring Station Charts
- 04 Emission Inventory Air Pollutants Computer System and Data
File
- 05 General Files Meteorology
- 06 Lead Report Monthly

Criteria Development and Program Planning Section

- 07 Air Quality Criteria - Source Emission Standards - Air
Pollution Regulations and Guidelines for Air Quality Management

Phytotoxicology Section

- 08 Phytotoxicological Assessment System
- 09 Vegetation survey files

Technology Development and Appraisal Section

- 10 Hazardous Contaminants Information File
- 11 Nanticoke Environmental Management Program (NEMP)

Vehicle Emissions Section

- 12 Automotive Emission Analysis System
- 13 Surveys and Reports

Environmental Approvals Branch

- 14 Certificates of Approval
- 15 Environmental Assessment File
- 16 Environmental Assessment Project Information System
- 17 Estimated Capital Expenditures for Industrial Waste Treatment
Works Water and Air

Financial and Administrative Services Branch

18 Pollution Abatement Incentive Act Files

Environment Information Services Branch

19 Daily Clipping Service

Legal Services Branch

20 Prosecutions Lists

Pollution Control Branch

Development and Research Group

21 Inventory of Research Projects (Annual)

Municipal and Private Section

22 Phosphorous Removal Program File
23 Utility Descriptor Location File or "Library File"
24 Utility Water Pollution Monitoring

Pesticides Control Section

25 Classification of Pesticides and Pesticide Containers
26 Licenced Pesticide Exterminators
27 Licenced Pesticide Vendors
28 Pesticides Information System
29 Pesticides Products Information System
30 Poison Control Information
31 Registered Custom Sprayers
32 Research Grants File
33 Technical Information Files (Pesticides)

Project Coordination Branch

34 Utility Project Management System

Regional Branches

35 Control Orders, Requirements and Directions and Program
 Approvals

Program Planning and Evaluation Branch

36 Managing by Result

Water Resources Branch

Administrative and Data Services Section

37 Bibliography Files

Hydrology and Monitoring Section

- 38 Hydrologic Information System
 - "A" Daily Flows -- Rivers and Streams in Ontario
 - "B" Hydrologic Data Master File
- 39 Sample Information System -- Data Analysis
- 40 Sample Information System (SIS) -- Data Storage and Retrieval
- 41 Water Taking Information System
- 42 Water Well Contractors List
- 43 Well Water Information System
- 44 Water Well Municipal File
- 45 Water Well Records

Planning and Coordination Section

- 46 Water Quality Information System -- Great Lakes Survey
- 47 Water Quality Information System -- Recreational Lakes Survey

Water Modelling Section

- 48 Current Meter Readings
- 49 Water Quality Meter Readings

Waste Management Branch

Municipal Waste Section

- 50 Waste Site Information System (WSIS)
- 51 Waste Management Improvement Program (WMIP)
- 52 Derelict Motor Vehicle (DMV) file
- 53 Experimental Resource Recovery Plant Records - Monthly Summaries

Industrial Section

- 54 Transfers of Liquid Industrial Wastes (Way bill System)

MINISTRY OF GOVERNMENT SERVICES

Accommodation Division

Design Services Branch

- 01 Government Parking Inventory - Updated Parking Zone Maps - 1977

Program Management Branch

- 02 Design and Construction Program 1978/79 (Blue Book)

MINISTRY OF HEALTH

Health Insurance Division

Insurance Claims Branch

01 Claims File
02 Discharge Reports for all Persons - Form 106D
03 134-84 - Report of Ontario Patient Therapy
04 Out-of-Province Claims - Form 120
05 Out-of-Province Land and Air Ambulance Claims
06 Out-Patient Day Care Report (Form 3117-84)
07 Physiotherapy Claim Form 525-84
08 Third Party Recovery File (Form 115 Hospital Accident Reporting)

Ontario Drug Benefit

09 Claims History File - ODB
10 Formulary File
11 Pharmacy Master File
12 Eligibility File

Finance and Administration Division

Finance and Accounting Branch

13 Accounts Payable Detail (APM006P1)
14 Accounts Payable Vendor Master File (APD007M1)
15 Accounts Payable VIBSA Master File (APD011M1)
16 Financial Management Control System (IFAA20M1)
17 Resident Data File

Fiscal Resources Branch

18 Hospitals and Other Facilities Budgets
19 Hospitals and Other Facilities Final Settlements (Audited
Financial Statements and Statistical Returns)
20 Hospitals and Other Facilities Operating Statements

Direct Services Division

Ambulance Services Branch

21 Ambulance Vehicles
22 OASIS (Ontario Ambulance Services Information System)

Laboratory Services Branch

23 Workload Statistics

Institutional Division

Institutional Planning Branch

24 Room Measurement Records

Inspection Branch

- 25 Laboratory and Specimen Collection Service
- 26 Nursing Homes and Homes for Special Care
- 27 Inspection of Installed Medical X-Ray Units

Office of the Deputy Minister

Strategic Research and Manpower Planning Branch

- 28 Physician Manpower
- 29 Pharmacist Manpower
- 30 Registered Nurses Manpower
- 31 Registered Nursing Assistant Manpower
- 32 Physiotherapist Manpower

Health Programs Division

Executive Director

- 33 Thalidomide Program

Program Advisory Branch

- 34 Stillbirth and Infant Death Records (Under Revision)
- 35 Maternal Mortality (A joint Ministry - O.M.A. Maternal Welfare Committee)

Public Health Branch

- 36 Annual Reports - Local Health Units
- 37 CASH - Computer Assisted School Health
- 38 CHARIS - Community Health Activity Resources Information System
- 39 CAPHIS - Computer Assisted Public Health Inspection
- 40 Dairy Statistics
- 41 Communicable Diseases
- 42 Milk Product Plants
- 43 Mobile Dental Coaches (10)
- 44 Ontario Dental Health Index
- 45 Professional Credentials File
- 46 Rabies Surveillance
- 47 Slaughter Houses and Meat Processing Plants
- 48 Summer Camps (Licenses and Inspection Reports)
- 49 Tuberculosis Control
- 50 Venereal Diseases
- 51 Public Health Inspection - General
- 52 Public Health Nursing - Annual Reports
- 53 Public Health Inspection - N.O.P.H.S.

Drugs and Therapeutics

- 54 Drugs and Therapeutics

Information Systems Division

Data Development and Evaluation Branch

55 Ontario In-Patient Data File
56 Vital Statistics
57 Admissions/Separations of Psychiatric In-Patient Facilities
(Forms 2303-16, 2303-90-10)
58 Annual Return of Health Care Facilities - Hospitals - Part One
59 Census Data Sheet (Re: Patients on the Books and Persons in
Residential Units, Psychiatric Hospitals)
60 Daily Census Summary
61 In-Residence Report
62 Therapeutic Abortions

Addiction Research Foundation

Clinical Institute

63 Patient Records

Division of Social and Biological Studies

64 Various Ad Hoc Research Surveys

MINISTRY OF HOUSING

Plans Administration Division

Operations Control Branch

01 Land Development Consent System
02 Land Development Information System

Policy and Program Development Secretariat

Management Planning and Evaluation Branch

03 Rent Survey, August 1976
04 Rent Survey, September 1977
05 Rent Survey, October 1978
06 Rent Survey, October 1979

MINISTRY OF INDUSTRY AND TOURISM

Policy and Priorities Division

Program Planning and Analysis Branch

- 01 Commodity Profiles
- 02 Doing Business in Ontario, Canada
- 03 Foreign Market Profiles
- 04 Ontario Industry and Trade Statistics
- 05 Ontario Exports and Imports by Counties, Commodities and Industries

Industry Division

Industry Support Services

- 06 The Market Place
- 07 Municipal Profiles

Tourism Division

Tourism Marketing Branch

- 08 Ontario Recreation Survey (ORS) 1973-74
- 09 Travel Surveys of Ontario Households 1976 and 1977
- 10 Tourism Statistical Handbook 1979
- 11 U.S. Auto Exit Survey 1973-74

MINISTRY OF INTERGOVERNMENTAL AFFAIRS

Subsidies Branch

- 01 Inventory of Provincially Owned Properties
- 02 Managed Forest Tax Reduction Program
- 03 Municipal and School Tax Credit Program
- 04 The Farm Tax Reduction Program
- 05 Ontario Youth Employment Program
- 06 Unconditional Grants to Municipalities

Municipal Budgets and Accounts Branch

- 07 Municipal Analysis and Retrieval System (MARS) Data Base
- 08 Comparative Unit Cost Measurements for Municipalities

MINISTRY OF LABOUR

Occupational Health and Safety Division

01 Causes of Death Across Ontario

Research Branch

02 Collective Bargaining Agreements in Ontario
03 Collective Bargaining Settlements and Negotiations in Ontario
04 Conciliation and Mediation Services Labour Relations Act
05 Fatal Accidents in Ontario Construction 1964-1974
06 Negotiated Hours, Wages and Related Payments in the Ontario
Construction Industry
07 Strikes and Lockouts in Ontario
08 Union Membership in Ontario 1962-1976
09 Wage Developments in Collective Bargaining Settlements in
Ontario

Women's Bureau

10 Women in the Labour Force: Basic Facts
11 Women in the Labour Force: Education
12 Women in the Labour Force: Labour Unions

MINISTRY OF NATURAL RESOURCES

Aviation and Fire Management Centre

01 Weather Record

Finance and Administration Group

Financial Services Branch

02 Sale of Licences (Fish and Wildlife)

Personal Services Branch

03 Annual Report of Workmen's Compensation and Motor Vehicle
Collision Costs -- 1975-1976

Lands and Waters Group

Conservation Authorities and Water Management Branch

04 Annual Statistical Summaries for the Conservation Authorities
05 Annual Statistical Reports for the Conservation Authorities
06 Central Region Conservation Authority Survey of Origins and
Destinations

Engineering Services Branch

07 Water Level Records (at Dam Sites)

Lands Administration Branch

- 08 Beach Protection Act Licence
- 09 Mining Acreage Tax and Rent Roll
- 10 Patent Records
- 11 Quarry Permits

Surveys and Mapping Branch

- 12 Ontario Map Catalogue

Mineral Resources Group

Mineral Resources Branch

- 13 Ontario Survey of Mining Operations, Mills/Concentrators and Smelter/Refineries

Ontario Geological Survey

- 14 Assessment Work (on Mining Claims) and Work Filed "Not For Assessment Credit"
- 15 Mineral Deposit Records

Outdoor Recreation Group

Fisheries Branch

- 16 Commercial Fisheries (Equipment, Boats and Shore Installations)
- 17 Commercial Fishing Licence Copies
- 18 Commercial Fishing Licence Record Books
- 19 Fish Culture Production and Costing System
- 20 Fish Stocking Records
- 21 Lake Survey Summary Aquatic Habitat Inventory
- 22 Lake Record Cards - Commercial Fisheries
- 23 Licence and Catch Report Record Cards
- 24 Stream Survey Summary - Aquatic Habitat Inventory

Parks and Recreation Areas Branch

- 25 Ontario Provincial Park Statistics
- 26 Ontario Provincial Parks Enforcement Statistics
- 27 Ontario Recreation Supply Inventory
- 28 Ontario Recreation Survey 1973-1974
- 29 Park Cost Study 1975-1976
- 30 Provincial Park User Survey File

Wildlife Branch

31	Aerial Inventory of Moose
32	Bear Hunter and Harvest Data
33	Beaver Population Dynamics
34	Big Game Killed by Means Other than Legal Hunting
35	Deer Hunter and Harvest Data
36	District Waterfowl Banding Report
37	Moose Hunter and Harvest Data
38	Predator Control
39	Snow Cover Records
40	Small Game Hunter and Harvest Data
41	Summer Grouse Observations
42	Summer Hunting and Harvest Data
43	Waterfowl Census

MINISTRY OF THE SOLICITOR GENERAL

Ontario Police Commission (Supervision of Police Forces Program)

01	Budget and Resources Information Reporting - Municipal and
	Regional Police Force Administration Statistics
02	Uniform Crime Reporting - Criminal and Traffic Occurrences in
	Municipal and Regional Police Forces of Ontario

Ontario Provincial Police Program

Management Division

03	Uniform Crime Reporting - Criminal Occurrences
04	Uniform Crime Reporting - Police Administration Statistics
05	Uniform Crime Reporting - Traffic Occurrences

Public Safety Division Program

Centre of Forensic Sciences

06	Breathalyzer Statistics
07	Monthly Report of Cases

Chief Coroner's Office

08	Coroner's Investigation File, Coroner's Inquest File
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MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Communications Division

Communications Policy Branch

01	Census (CENSUS Module)
02	CRTC Decisions (CRTC Module)

Finance and Administration

Financial Planning and Administration Branch

- 03 Expenditures on Highways by County and District
- 04 Tender Price Index
- 05 Water Transportation Report - Operating Expenses of Ferry Boats

Provincial Highways (Highway Engineering Division)

Design and Construction Branch

- 06 Hydrometric Records (HYMEDA) (Stream Flow Records)

Engineering Materials Office

- 07 Chloride Concentration in Structural Concrete
- 08 Construction Information System (Concrete)
- 09 Ferrous Hydroxide Concentration - Half Cell Voltage Reading
- 10 Geotechnical Cross Reference and Retrieval System (Geocres)
- 11 Asphalt, Cement and Bituminous Mixtures
- 12 Mays Meter
- 13 Mineral Aggregate Inventory
- 14 M.T.C. Water Supply Inventory
- 15 Pavement Management Feedback and Information System (PAMFIS)

Structural Office

- 16 Ontario Structure Inventory System (OSIS)

Provincial Highways (Priority Development Branch)

- 17 Highway Inventory Counts
- 18 Permanent Counting Station Counts
- 19 Plots of Performance Indicators

Ontario Telephone Service Commission

- 20 Telephone Systems Annual Reports and Statistics Canada Reports

Provincial/Municipal Transportation (Transportation Programs Division)

Municipal Roads Office

- 21 Municipal Roads and Streets Kilometric Reports

Provincial/Municipal Transportation (Planning Division)

Demand Analysis and Forecasts Office

- 22 Census Place of Work Data 1971

Urban and Regional Transportation Planning Office

- 23 Time Series Census Data
- 24 Time Series Employment Data

MINISTRY OF TREASURY AND ECONOMICS

Support Services

Central Statistical Services

01	Census of Manufactures, County-Major Industry Group Data, 1967-1978
02	Census of Manufactures, Energy Consumption, 1971-1978
03	Census of Manufactures, Establishment Data, 1967-1978
04	Census of Manufactures, Establishment Description 1970-1979
05	Census of Manufactures, Manufactured Commodities, 1971-1978
06	Census of Manufactures, Multi-Year Establishment Level File of Ontario Manufacturing Statistics (MEFOMS), 1971-1978
07	Census of Manufactures, New Establishment File 1966-1975
08	Census of Manufactures, Principal Statistics, 1949-1978
09	Census of Manufactures: Products Shipped by Canadian Manufacturers, Ontario 1977
10	Census of Manufactures: Estimated Monthly Shipment by Ontario's leading Manufacturing Industries
11	Census of Population and Housing
12	Driver Licence Transfers
13	Labour Force Projections
14	Population Projections by County
15	Population Projections by Municipality
16	Quarterly Ontario Economic Accounts
17	Revenue Enumeration Data
18	Vital Statistics

Listings

Listings of Statistical Files

MINISTRY OF AGRICULTURE AND FOOD

Agricultural Research Institute of Ontario:**01 Agricultural Research Data - University of Guelph**

Objective To provide data based on research findings.

Content Agricultural research data collected and held by University of Guelph operating under a standard contract with Ministry of Agriculture and Food together with agricultural research data collected by colleges operated by the Ministry of Agriculture and Food.

Accessibility Open file.
Address enquiries to Dr. J.C. Rennie, telephone 965-6695.

Key Not available

Size Not available

Storage Not available

Retention Indefinitely

Crop Insurance Commission:**02 Beef Calf Enrolments (Beef Calf Income Stabilization Program)**

Objective To record eligible cows for calculation of fees and support payments.

Content Cow registration, herd statistics verification date and gross and net payments.

Accessibility Open file.
Address enquiries to Mr. H. Khan, telephone 965-1811.

Key Enrolment number

Size 17,000/year

Storage Paper file, all data also computerized and/or on microfiche

Retention 7 years

03 Insurance Contracts Indemnity Claims (Crop Insurance Program)

Objective To provide data to underwrite an insurance contract and to use in statistical analysis in actuarial calculations.

Content Records of individual crop insurance contracts: up to 34 plans presently available.

Accessibility Open file.
Address enquiries to Mr. H. Khan, telephone 965-1811.

Key Contract number

Size 30,000

Storage Paper file with all information also computerized; contract records also updated annually on microfiche

Retention 7 years

04 1977 Grain Corn Plan Enrolments (Farm Income Stabilization Commission)

Objective To record and identify applicants for income stabilization payments.

Content Record of location, acreage, claim and payment.

Accessibility Open file.
Address enquiries to Mr. H. Khan, telephone 965-1811.

Key Enrolment number

Size 12,000

Storage Paper and computerized file

Retention Indefinitely

MINISTRY OF THE ATTORNEY GENERAL

Administrative Tribunals

Publication: Annual Report of the Attorney General.

01 Crime Victim Compensation - Award Process, Workload Statistics
(Ref.: AG3)

Accessibility Open file.
Address enquiries to The Registrar, Land Compensation Board, telephone 965-1012.

Objective To assist management by providing information for planning, administration and resource allocation in compensating eligible applicants for their injuries resulting from crimes of violence.

Key Nil
Size 1 record per year
Storage Paper file
Retention Indefinitely

Content Information on the operating level of the Board - e.g. number of applications received, disposed and pending, average award value.

Publications: Annual Report of the Criminal Injuries Compensation Board.
Annual Report of the Attorney General.

Accessibility Open file.
Address enquiries to the Registrar, Criminal Injuries Compensation Board, telephone 965-4755.

Key Nil
Size One record per year
Storage Paper file
Retention Indefinitely

02 Expropriation Compensation - Arbitration, Workload Statistics

Objective To assist management by providing information for planning, administration and resource allocation in the process of determining compensation for expropriated land, where it is disputed.

Content Information on:

1. caseload - number of applications received, completed and in process, by nature of arbitration.
2. compensation - value of awards claimed and awarded, for market value of land, and for damages.

03 Ontario Municipal Board, Workload Statistics

Objective To assist management by providing information for planning, administrative and resource allocation in ensuring the sound growth and development of Ontario's municipalities.

Content Information on the number and type of matters brought before the Board.
Publication: Annual Report of the Ontario Municipal Board.

Accessibility Open file.
Address enquiries to Mr. D.G. Grant, Head of Administrative Services, Ontario Municipal Board, telephone 965-5486.

Key Nil
Size 1 record per year
Storage Paper file
Retention Indefinitely

Common Legal Services:

04 Official Guardian, Workload Statistics

Objective To assist management by providing information for planning and resource allocation in ensuring effective representation of minors' rights and interests before the courts.

MINISTRY OF THE ATTORNEY GENERAL

Common Legal Services (cont'd):**Content** Information on:

1. number of reports to the Court on the custody, maintenance and education of children involved in divorce proceedings.
2. number and type of legal and financial services for the protection of the proprietary and other personal interests of children coming before the court.

Publication: Annual Report of the Attorney General.

Accessibility Open file.

Address enquiries to Mr. L.W. Perry, QC, Official Guardian, telephone 965-1837.

Key Nil

Size 1 record per year

Storage Paper file

Retention Indefinitely

05 Public Trustee, Workload Statistics

Objective To assist management by providing information for planning and administrative control in managing specific estates and trusts as assigned.

Content Information on:

1. operating level - number of estates and trusts
2. investment income; by type of estate or trust under management or supervision.

Publication: Annual Report of the Attorney General.

Accessibility Open file.

Address enquiries to Mr. D. Jackson, Deputy Public Trustee, telephone 362-1331.

Key Nil

Size 1 record per year

Storage Paper file

Retention Indefinitely

Legislative Counsel:**06 Legislation, Workload Statistics**

Objective To assist management by providing information for planning and resource allocation purposes.

Content Information on:

1. number of bills drafted.
2. number of pages in the annual statute book.
3. number of regulations drafted and filed.
4. number of pages published in the Gazette.

Publication: Annual Report of the Attorney General.

Accessibility Open file.

Address enquiries to Mr. A.N. Stone, QC, Senior Legislative Counsel, telephone 965-2841.

Key Nil

Size 1 record per year

Storage Paper file

Retention Indefinitely

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

Office of the Deputy Minister:

Strategic Planning and Policy
Secretariat:

01 Annual Statistical Supplement

Objective To provide data for
the annual publication.

Content Caseload characteristics
for all the Ministry's programs.

Accessibility Open file.
Address enquiries to Mr. T.
Buyniak, Co-ordinator,
Statistical Publications,
Research and Statistics Section,
telephone 965-5088

Key Administrative districts and
major municipal units such as
regional municipalities.

Size Variable

Storage Paper file

Retention Indefinitely

02 Expenditures by Municipality
(formerly by county)

Objective To provide data for
the annual report.

Content Transfer payments and
expenditures in the Ministry's
cost-shared programs, based on
Public Accounts and ancillary
information.

Accessibility Open file.
Address enquiries to Mr. T.
Buyniak, Co-ordinator,
Statistical Publications,
Research and Statistics Section,
telephone 965-5088.

Key The Ministry's 19
administrative districts and
major municipal units such as
regional municipalities

Size 60-70 tables

Storage Paper file

Retention Indefinitely

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

It should be noted that in certain instances Ministry Files are not made for the purpose of answering statistical enquiries. Such queries are frequently handled by using the appropriate unit's working files, which are very numerous and would tend to mislead the reader if listed herein. However, a number of reports and documents produced by the Ministry contain statistical information relevant to these activities. We therefore refer the reader to the following published information, in addition to data accessible through the File Listings:

Annual Report of the Ministry,

Annual Report of the HUDAC New Home Warranty Program,

Annual Report: Ontario Share and Deposit Insurance Corporation,

Annual Report: Liquor Control Board of Ontario.

Should you require Annual Reports, enquiries should be directed to the Consumer Information Centre, telephone 963-1111.

Commercial Standards Program:

telephone 963-0259; and for
Statistics of Filings to
963-0224.

Ontario Securities Commission:**01 Bulletin (Monthly)**

Key Month
Size 50 pages per month
(approx.)
Storage Bound booklet
Retention Not decided

Objective To provide data of
administration to management and
public.

Content Statistical data on
Inside Trading, Financial
Disclosure and Statistics of
Filings.

Publication: Monthly Bulletin,
Ontario Securities Commission.

Accessibility Open file.
Address enquiries for Inside
Trading and Financial Trading to
the supervisor of Inside Trading
and Financial Disclosure,

Companies Division:

**02 Companies Information System -
Cancellation Statistical Report**
(Ref.: Schedule number
47-0202-17)

Objective To provide an
administrative tool for planning
and monitoring output. To
provide a statistical record on
the number of certificates of
incorporation cancelled.

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

Commercial Standards Program
(cont'd):

Companies Division (cont'd):

Content A weekly cumulative record on the number of certificates of incorporation cancelled under

- section 251(1) of the Business Corporations Act
- section 251(2) of the Business Corporations Act
- section 250 of the Business Corporations Act
- section 347(9) of the Corporations Act
- section 167(2) of the Co-operative Corporations Act

Data are available from January 1977, these data supersede data under file listing 05.

Accessibility Open file.
Address enquiries to the Corporation Search Office, Records Section, telephone 963-0552.

Key Week and year
Size One record per week
Storage Paper file
Retention 20 years

Key Week and year
Size One record per week
Storage Paper file
Retention 20 years

04 Companies Information System
- Weekly Update Statistical Report (Ref.: Schedule number 47-0202-13R)

Objective To provide an administrative tool for planning and monitoring computer transactions.

Content A weekly summary of computer transactions relating to corporations:

- number of new Ontario corporations
- number of amalgamations
- number of new licenced foreign corporations
- number of voluntary dissolutions
- number of certificates of incorporations cancelled.

Data are available from 1971.

Accessibility Open file.
Address enquiries to the Corporation Search Office, Records Section, telephone 963-0552.

Key Week and year
Size One record per week
Storage Paper file
Retention 3 months

03 Companies Information System - Jurisdiction Report (Ref.: Schedule number 47-0202-16)

Objective To provide statistical data on the number of foreign corporations licenced in Ontario.

Content A weekly summary of the number of corporations in Ontario from each jurisdiction.

Data are available from 1967.

Accessibility Open file.
Address enquiries to the Corporation Search Office, Records Section, telephone 963-0552.

05 Companies Information System
Year - To - Date Statistical Report (Ref.: Schedule Number 47-0202-15)

Objective To provide an administrative tool for planning. To provide statistical data on corporations in Ontario.

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

Commercial Standards Program
(cont'd):**Companies Division** (cont'd):

Content A weekly summary of cumulative totals, such as

- number of active corporations
- number of new Ontario corporations
- number of amalgamations
- number of newly licensed foreign corporations
- number of voluntary dissolutions
- number of certificates of incorporation cancelled.

Data are available from 1966.

Accessibility Open file.
Address enquiries to the Corporations Search Office, Records Section, telephone 963-0552.

Key Not available
Size One record per week
Storage Paper file
Retention 20 years

06 Monthly Cancellation Reports
Ref.: Schedule number 47-0202-7R)

Objective To provide an administrative tool for planning and for monitoring output. To provide statistical report on the number of certificates of incorporation cancelled.

Content A monthly report containing monthly and year-to-date figures such as: number of corporations in the process of cancellation; number of certificates of incorporation cancelled; number of corporations brought up-to-date; and, arrears of fees collected.

Data are available to September 1977. These data are continued by those contained under File Listing 02.

Accessibility Open file.
Address enquiries to the Corporation Search Office, Records Section, telephone 963-0552.

Key Month and year
Size One record per month
Storage Paper file
Retention 5 years

07 Monthly Statistical Report of Partnerships Registry (Ref.: Schedule number 47-0301-9)

Objective To provide an administrative tool for planning, budgeting and monitoring output. To provide statistical information on the registration of partnerships and sole proprietorships and corporation business names in Ontario.

Content A record of the numbers of all registrations by the month, with comparative figure for the corresponding month of the previous year-to-date figures with comparative figures for the previous year.

Data are available from January 1973.

Accessibility Open file.
Address enquiries to the Registrar of Partnerships, Partnership Registration Section, telephone 963-0510.

Key Not available
Size One record per month
Storage Paper file
Retention 20 years

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

Commercial Standards Program
(cont'd):**Financial Institutions Division:****08 Annual Report of the Registrar of Loan and Trust Corporations**

Objective To provide a management tool. To provide an ongoing record of information relative to the loan and trust industry. To fulfill a requirement of The Loan and Trust Corporations Act.

Content Annual financial statements, quarterly liquidity reports, statistical tables and miscellaneous information relative to the loan and trust industry.

Publication: Annual Report of the Registrar of Loan and Trust Corporations.

Accessibility Open file.
Address enquiries to the Financial Examinations Services Branch, telephone 963-0477. The publication is available from the Government Book Store.

Key Type of company and name
Size One annual report for each year since 1887
Storage Book
Retention Indefinitely

09 Annual Report of the Superintendent of Insurance, Ontario

Objective To provide a management tool.
To provide an ongoing record of information relative to the insurance industry.
To fulfill a requirement of The Insurance Act.

Content Annual financial statements, statistical tables and miscellaneous information relative to the insurance industry.

Publication: Annual report of the Superintendent of Insurance for the Province of Ontario.

Accessibility Open file.
Address enquiries to the Financial Examination Services Branch, telephone 963-0477.

Key Type of company, name
Size One annual report for each year since 1878
Storage Books
Retention Indefinitely

Public Entertainment Standards Program:**Lotteries Branch:****10 Lotteries Branch**

Objective To control and supervise licensing procedures for lotteries, bingos and games of chance throughout the province, as specified by Criminal Code of Canada S189 and S190.

Content Data on the type and number of organizations licensed.

Accessibility Open file.
Address enquiries to the Director, telephone 963-0270.

Key Municipality
Size 160,000
Storage File folders and cards
Retention 6 years

MINISTRY OF CONSUMER AND COMMERCIAL RELATIONS

Ontario Racing Commission:**11 Annual Report**

Objective To provide statistical information on the Ontario Racing Commission's operational functions.

Content Data pertaining to standardbred racing; thoroughbred racing; and the improvement programs administered by the Commission.

Publication: Annual Report of the Ontario Racing Commission.

Accessibility Open file.
Address enquiries to the Ontario Racing Commission 963-0520. The Annual Report is available from the Government Book Store.

Key Reporting year

Storage Booklet

Retention Not decided

The Registrar General Program:**12 Ontario Vital Statistics (Annual)**

Objective To produce statistics at the provincial and federal level relating to:

1. deaths of Ontario residents and visitors,
2. marriages occurring in Ontario
3. births occurring in Ontario.

Content Numeric statistical data relating to births, deaths and marriages registered.

Accessibility Open file.
Address enquiries to the Librarian of the Ministry of Consumer and Commercial Relations, telephone 963-0200. The report is available from the Government Book Store.

Key Index Numbers

Size 7 1/2" x 10" x 1/2"

Storage Periodically bound in hard cover

Retention Indefinitely

Liquor Control Board of Ontario:**13 Store Inventories** (Ref.: Schedule number F.A. 72-47)

Objective To compute and compare at any given time the amount of stock in stores throughout the province.

Content Printed matter recorded each month showing all brands of alcoholic beverage that are in stock in each L.C.B.O. store.

Accessibility Open file.
Address enquiries to the General Manager, telephone 965-4911.

Key Store and month
Size 600 per quarter year (approx.)

Storage Paper sheets in bundles of fifty stores

Retention Current plus 1 year

14 Store Sales (Ref.: Schedule number A.S.O. 73-6)

Objective To show the ratio of transactions against the total volume of sales.

Content Store number, classification, location; total transactions, gross sales; returns; net sales; beer sales.

Accessibility Open file.
Address enquiries to the General Manager, telephone 965-4911.

Key Month, year and store number
Size 60,000 per year (approx.)
Storage Computer printout
Retention Current plus 2 years

MINISTRY OF CULTURE AND RECREATION

Citizens' Information Branch:**01 Inquiry Statistics**

Objective To collect data on inquiries received by the branch for these purposes:

1. as the basis for reports to Deputy Ministers, MPPs and others
2. to indicate for our own planning and information purposes what type of inquiries are being handled.

Content A daily log completed by each staff member answering inquiries. The list of inquiries compiled daily indicates whether inquiry was handled by phone, mail or in person. A monthly summary sheet consolidates information from the daily summary sheets.

Accessibility Open file. Address enquiries to M. Snitman, Co-ordinator, Citizens' Inquiry Bureau, telephone 965-4900.

Key Year, month, date of inquiry

Size Approx. 2,000

Storage Paper file

Retention Daily log - 1 year
Monthly summary sheets
5 years

Accessibility Open file.

Address enquiries to E. Bow, Coordinator, telephone 965-2696.

Key Regional Library System

Size Not available

Storage Printed

Retention Indefinitely

Translation Bureau:**03 Translation Statistics**

Objective To provide data to determine the budget for the Translation Bureau and the efficiency of its services.

Content Statistical data on translations re turnaround time, recoveries, number of words in the bilingual and multilingual sections, payments to outside translators.

Accessibility Open file.

Address enquiries to L. Beaugrand-Champagne, Manager, Translation Bureau, telephone 965-3044.

Key Not available

Size Not available

Storage Paper file

Retention Indefinitely

Libraries and Community Information:**02 Statistics for Public Libraries in Ontario**

Objective To provide data on local and regional libraries in Ontario for use by the public and Statistics Canada.

Content An Ontario summary and analysis, by Regional Library System: statistics for individual libraries.

MINISTRY OF EDUCATION/MINISTRY OF COLLEGES AND UNIVERSITIES

Colleges and Universities:

In this section, files are classified as confidential only where:

1. The file contains individual data collected under the federal and provincial statistics acts.
2. The file contains individual data collected with the understanding that it shall be held confidential.

Files are classified as restricted to meet residual confidentiality obligations. Detail is withheld which might permit the attributes of individuals to be inferred; data relating to specific institutions normally requires their authorization before release. In practice, these restrictions rarely present obstacles to the supply of useful data.

Colleges:**01 College of Applied Arts and Technology Applications Statistics**

Objective To provide information on the number of applicants to colleges of applied arts and technology and their college and program preferences.

Content Records of the sex, birthdate, and citizenship/immigration status of applicants, together with their first preference for college and program. File started in 1974.

Confidentiality Open file.

Availability Data normally available on demand.

Contact Manager, Statistics Section, M.I.S.B., telephone 965-2609.

Storage Paper file

Retention Indefinitely (tentatively, 15 years)

02 OCIS (Ontario College Information System) Students - Computer File

Objective To provide data for statistical, financial and planning purposes.

Content Records of program, educational and demographic characteristics and of status on leaving the college of individual students in post-secondary programs.

File started in 1970.

Confidentiality Confidential file (Category 2).

Availability See derived file: File listing 3.

Contact Manager, Special Projects Office, O.C.I.S., telephone 965-9511.

Storage Magnetic tape

Retention Indefinitely

03 OCIS (Ontario College Information System) Students-Derived File

Objective To provide demographic and program data on full-time, post-secondary students enrolled in Ontario colleges, which may be publicly released.

Content Tabulated data on program and demographic characteristics of full-time, post-secondary students enrolled in Ontario colleges of applied arts and technology. File started in 1970.

MINISTRY OF EDUCATION/MINISTRY OF COLLEGES AND UNIVERSITIES

Colleges and Universities (cont'd):**Colleges (cont'd):**

Confidentiality Restricted file.

Availability Normally available on demand.

Contact Manager, Statistics Section, M.I.S.B., telephone 965-2609.

Storage Paper file

Retention Indefinitely

04 OCIS (Ontario College Information System) Staff-Computer File

Objective To provide data on Staff of Colleges of Applied Arts and Technology, for purposes of statistics, planning and analysis.

Content Salary, qualifications, experience and employment category of individual staff of colleges of applied arts and technology. File Started in 1970.

Confidentiality Confidential file (category 2).

Availability See derived file: File listing 5.

Contact Manager, Special Projects Office, O.C.I.S., telephone 965-9511.

Storage Magnetic tape

Retention Indefinitely

05 OCIS (Ontario College Information System) Staff-Derived File

Objective To provide data on the staff of colleges of applied arts and technology which may be publicly released.

Content Tabulations of data salary, qualifications and employment category of staff of Ontario Colleges of applied arts and technology (file started in 1970.)

Confidentiality Restricted file.

Availability Data normally available on demand.

Contact Manager, Statistics Section, M.I.S.B., telephone 965-2609.

Storage Paper file

Retention Indefinitely

06 OCIS (Ontario College Information System) Space

Objective To provide a detailed inventory of space by college, building and space category.

Content Square footage of college buildings, listing of individual rooms with function and student capacity. File started in 1971.

Confidentiality Open file.

Availability Summary statistics supplied on demand.

MINISTRY OF EDUCATION/MINISTRY OF COLLEGES AND UNIVERSITIES

Colleges and Universities (cont'd):**Confidentiality** Open file.**Colleges (cont'd):****Availability** Data normally available on demand.**Contact** Manager, Special Projects Office, O.C.I.S., telephone 965-9511.**Contact** Manager, Special Projects Office, O.C.I.S., telephone 965-9511.**Storage** Paper file, magnetic tape**Storage** Paper file, magnetic tape**Retention** Indefinitely**Retention** Indefinitely**07 OCIS (Ontario College Information System) Multi-year Plan Analysis****Universities:****Objective** To provide summaries of and comparisons between, planning data provided in college annual multi-year plans.**09 USIS (University Student Information System) - Computer File****Content** A summary of the actual and projected information on enrolments, staff, revenue, costs, etc., contained in each college's annual Multi-year Plan. File started in 1974.**Objective** To provide demographic and program data on students enrolled in Ontario universities, for statistical and financial purposes.**Confidentiality** Open file.**Content** Records of the program status and of demographic characteristics of students on an individual basis. File started in 1972.**Availability** Data normally available on demand.**Confidentiality** Confidential file (Category 1).**Contact** Manager, Special Projects Office, O.C.I.S., telephone 965-9511.**Availability** See derived file: File Listing 11.**Storage** Paper file**Contact** Data Systems Coordinator, Information Systems, M.I.S.B., telephone 965-2809.**Retention** Indefinitely**Storage** Magnetic tape**08 OCIS (Ontario College Information System) Financial****Objective** To provide comparative data on all financial aspects of the colleges of applied arts and technology.**Retention** Indefinitely (at least 15 years)**Content** Details of historical, budgeted and projected revenue and expenditures for colleges of applied arts and technology. File started in 1971.

MINISTRY OF EDUCATION/MINISTRY OF COLLEGES AND UNIVERSITIES

Colleges and Universities (cont'd):

Availability Data normally available upon demand. Also available in the Statistics Canada publication: Publicly Supported Vocational Training Involving the Private Sector, catalogue number 81-238.

Universities (cont'd):**10 USIS (University Student Information System) - Derived File**

Objective To provide demographic, program and formula funding data on students enrolled in Ontario universities and which may be publicly released.

Contact Management Data, Apprenticeship Branch, telephone 965-5854.

Storage Paper file

Retention Indefinitely

Content Tabulated data on program and demographic characteristics of students enrolled in Ontario universities and on formula funding provided to the universities. File started in 1972.

Confidentiality Restricted file.

Availability Data normally available on demand.

Contact Manager, Statistics Section, M.I.S.B., telephone 965-2609.

Storage Computer generated microfiche

Retention Indefinitely (at least 15 years)

12 Enrolment in Apprenticeship Programs

Objective To provide data on activity levels in apprentice instruction to justify funding and for statistical purposes.

Content Monthly reports on enrolment, by college and by trade program in college instruction for apprentices. File started in April 1974

Confidentiality Open file.

Availability Summary statistics supplied on demand.

Contact Manager, Special Projects Office, O.C.I.S., telephone 965-9511.

Storage Paper file

Retention Indefinitely (at least 15 years)

Industrial Training:**11 Statistical Records, Tradesmen, and Apprentices**

Objective Maintain periodic statistical reports of registered apprentices and certified tradesmen; examinations; private hairdresser and barber student registrations.

Content Incoming and outgoing monthly statistical reports and summaries

Confidentiality Open file.

13 Enrolment in Adult Retraining Programs

Objective To provide data on activity levels in adult retraining programs to justify funding and for statistical purposes.

MINISTRY OF EDUCATION/MINISTRY OF COLLEGES AND UNIVERSITIES

Colleges and Universities (cont'd):**Industrial Training (cont'd):**

Content Monthly reports on enrolment by college and by retraining program. File started in April, 1963.

Confidentiality Open file.

Availability Summary statistics supplied on demand.

Contact Manager, Special Projects Office, O.C.I.S., telephone 965-6522.

Storage Paper file

Retention Indefinitely (at least 15 years)

14 Enrolment in Training in Business and Industry Programs

Objective To provide data on activity levels in Training in Business and Industry Programs, to justify funding and for statistical purposes.

Content Monthly reports on enrolment by college. File started in Jan. 1969.

Confidentiality Open file.

Availability Summary statistics supplied on demand.

Contact Assessment and Evaluation Section, Manpower Training Branch, telephone 965-6552.

Storage Paper file

Retention Indefinitely (at least 15 years)

15 OMDP (Ontario Management Development Program) - Statistics

Objective To provide information on enrolment by course for statistical purposes and to justify funding.

Content Data on enrolment and exact hours by course and by college. File started in 1975-76.

Confidentiality Open file.

Availability Data normally available on demand.

Contact Manager, Special Projects Office, O.C.I.S., telephone 965-9511

Storage Paper file

Retention 5 years

Student Awards:**16 OSAP (Ontario Student Assistance Program) Statistical File - Computer**

Objective To provide data for statistical and for student awards planning purposes.

Content Personal and financial attributes of each student awards applicant. File started in 1976/1977.

Confidentiality Confidential file (category 2).

Availability See derived file: File listing 18.

Contact Policy Analysers and Development Section, Student Awards, telephone 965-7191.

Storage Magnetic tape

Retention Indefinitely (at least 15 years)

MINISTRY OF EDUCATION/MINISTRY OF COLLEGES AND UNIVERSITIES

Colleges and Universities (cont'd):**Student Awards (cont'd):****17 OSAP (Ontario Student Assistance Program) Statistical File - Derived**

Objective To provide statistical data on applicants for and recipients of student awards for routine dissemination and which may be publicly released.

Content Tabulations of the financial and personal attributes of student awards applicants and recipients. File started in 1976/1977.

Availability Data normally available on demand.

Contact Manager, Statistics Section, M.I.S.B., telephone 965-2609.

Storage Paper file

Retention Indefinitely (at least 15 years)

18 Special Bursaries and Awards for Post-Secondary Education

Objective To provide summary statistics on miscellaneous small volume scholarships, bursaries and fellowships.

Content Tabulation of applicants, awards, amount of award and total sums awarded (file started in 1967).

Confidentiality Open file.

Availability Data normally available on demand.

Contact Manager, Statistics Section, M.I.S.B., telephone 965-2609.

Storage Paper file

Retention Indefinitely (at least 15 years)

Financial Summaries:**19 Financial Statements of Ontario Colleges of Applied Arts and Technology, Universities and Related Institutions**

Objective To provide financial information concerning the operations and year-end positions of the post-secondary institutions.

Content Audited financial statements

Confidentiality Open file.

Availability Data normally available on demand.

Contact Manager, Financial Services, telephone 965-3595.

Storage Paper file

Retention Indefinitely

Education:**Management Information Systems Branch:****20 Approved Experimental Courses Report**

Objective To determine the supply and demand for establishing new course guidelines and modifying existing ones.

Content Original Form ME215A (all pertinent data eg. course code and title, school number and name, board number and name); introduction date of course; date of approval or reapproval and termination date; also the estimated number of students and teachers.

Accessibility Open file. Address enquiries to the Project Officer, telephone 965-6802.

MINISTRY OF EDUCATION/MINISTRY OF COLLEGES AND UNIVERSITIES

Education (cont'd):**Management Information Systems****Branch (cont'd):****Key** Course code**Size** 2000 courses (approx.)**Storage** Computer file, hard copies**Retention** Computerized file - 2 years, manual file - 10 years**21 Master Identification File (MIDENT)**

Objective To provide a control file and inventory of the schools and boards of the province, using a unique numbering system to identify each unit. This provides the means to aggregate and disseminate data systematically. It provides one central data bank of names and identifications.

Content Official name and address of all schools and boards, identified by municipality, county and region.

Accessibility Open file. Address enquiries to the Project Leader, telephone 965-6802.

Key Unique number for schools, boards, municipalities, counties and regions.

Size 10,000 records**Storage** Computer disk**Retention** Hard copy from 1966
Computer files from 1969**Grants Policy Branch:****22 Legislative Grant Approvals for School Construction**

Objective To provide data with respect to school building projects approved for grant purposes. To provide data to Ontario Municipal Board and the Ontario Fire Marshal.

Content Data on tentative approval cost and applicable grants, pupil loading, net functional floor area, accommodation units, sketch plans, working drawings, description of space and cost of furniture and equipment.

Accessibility Open file. Address enquiries to the Chief Architect, Architect Services Section, telephone 965-9676.

Key Name of school and board and project number

Size 4,000 elementary schools and 635 secondary schools (approx.)

Storage Paper file**Retention** Life of building plus three years**23 School Accommodation Inventory**

Objective To identify the accommodation in each school in Ontario.

Content A description of all eligible spaces used for instructional purposes within a school.

Accessibility Open file. Address enquiries to the Chief Architect, Architect Services Section, telephone 965-9676.

Key MIDENT (see above)**Size** 5,000 (approx.)**Storage** Magnetic tape**Retention** Life of building plus three years

MINISTRY OF ENERGY

Strategic Planning and Analysis Group:

01 Crude Oil and Equivalent Propane/Butane and Unfinished Products Transported to Ontario via U.S.A.

Objective By means of summary tabulations and reports, provide supporting analysis for on-going Ministerial research and annual publications; provide responses to letter and telephone enquiries.

Content Aggregation of the monthly oil pipeline industry reports supplied by Statistics Canada.

Data include total Ontario receipts by source provinces, imports, exports and interprovincial transfers.

Accessibility Open file.
Address enquiries to Ms Hilary Snow, Analyst, telephone 965-0530.

Key Date (monthly), petroleum cycle disposition

Size 15

Storage Paper files, 1963-1977

Retention 10 years

02 Imports of Fuels into Ontario by Source Country and Province of Clearance

Objective To monitor import quantities and price variations over time; provide supporting analysis for Ministerial use and annual publications; provide responses to letter and telephone enquiries.

Content Monthly import statements supplied by External Trade Division, Statistics Canada.

Data include quantity and value of imported fuel by source, country and province of clearance.

Accessibility Open file.

Address enquiries to Ms Hilary Snow, Analyst, telephone 965-0530.

Key Exporting country, imported fuel type, date (monthly)

Size 30

Storage Paper files

Retention 10 years

03 Ontario Primary Energy Consumption by Energy Type

Objective To prepare and maintain data for internal Ministry use, answering correspondence and telephone enquiries and for annual publication.

Content Aggregate data developed from other files and published sources.

Data include total annual Ontario consumption of oil, natural gas, coal, purchased electricity, hydraulic electricity, and thermal generated electricity.

Accessibility Open file.

Address enquiries to Ms Hilary Snow, Analyst, telephone 965-0530.

Key Record name

Size 6

Storage Paper files

Retention 10 years

MINISTRY OF THE ENVIRONMENT

Air Resources Branch:**Air Quality and Meteorology Section:****01 Air Quality and Meteorology
Information System and Data Files**

Objective To provide data for determining air pollutant concentrations and to input other systems.

Content Data on the levels of air pollutants measured by a network of stations and meteorological data from several instrumented towers. The Air Pollution Index and the Alert System are determined from part of the information collected. This is the key air pollution monitoring data system for the province.

Accessibility Open file.
Address enquiries to the Section, telephone 965-0689.

Key Type of pollutant, station number and time

Size Not available

Storage Magnetic tape

Retention Indefinitely

02 Continuous Monitoring Stations

Objective An operational record used for measuring the air quality in Ontario and for establishing trends in air pollution.

Content Hourly computer print-outs showing the various contaminant and pollutant concentrations in the air at Ontario survey stations.

Accessibility Open file.
Address enquiries to the Section, telephone 965-0689.

Key Region and station number - colour code

Size Not available

Storage Files, computer print-outs. Summary print-outs are maintained by various branches

Retention 50 years

**03 Continuous Monitoring Station
Charts (Ref.: Schedule number
A-251)**

Objective An operational record used for measuring the air quality in Ontario and for establishing trends in air pollution.

Content Hourly strip chart recordings of continuous monitors, showing contaminants and pollutant concentrations in the air at various survey stations throughout Ontario.

Accessibility Open file.
Address enquiries to the Section, telephone 965-0689.

Key Region and station number
Size Not available

Storage Charts (rolled)

Retention By Branch: 2 years;
by Record Centre: 3 years

**04 Emission Inventory - Air
Pollutants Computer Systems and
Data File**

Objective To provide rapid access to air management facts for staff of the Air Management Branch.

To provide input to Ontario Air Quality Simulation Models.

Content The system maintains an inventory of major point sources of pollutants, such as industrial plants, hospitals, municipal incinerators, and on area sources such as apartments, vehicles, works, residential areas, railroads, etc. for use in producing specific reports and for use in modelling for planning and control.

MINISTRY OF THE ENVIRONMENT

Air Resources Branch (cont'd):**Air Quality and Meteorology Section (cont'd):**

This file contains information on air pollutant emission or information used to estimate pollutant emissions for industries, commercial and public buildings, automotive, ships, railroads, residences, apartments.

Accessibility Open file.
Address enquiries to the Section, telephone 965-0689.

Key UTM Grid location and entry number
Size Not available
Storage Punch card and computer tape
Retention Continually updated by Branch

05 General Files - Meteorology
(Ref.: Schedule number A-128)

Objective Operational record used for making recommendations on the control of air pollution. Also used as a reference to facilitate in the acquisition of meteorological instruments.

Content Correspondence pertaining to various types of meteorological instruments used by this Section. In addition there is some general correspondence pertaining to subjects which fall within the responsibility of this Section. Also to be found are surveys and reports compiled by this Ministry and other Government Agencies, and related to studies conducted regarding the quality of air in certain areas of Ontario. Daily weather maps showing the meteorological conditions throughout Ontario are also included.

Accessibility Open file.
Address enquiries to the Section, telephone 965-0689.

Key Subject and code
Size Not available
Storage Files, plans
Retention 2 years by Branch

06 Lead Report - Monthly

Objective To monitor the lead and suspended particulate matter levels in the vicinity of lead smelting plants in the Toronto area.

Content Provides data on lead and suspended particulate matter and correlates these with wind data. The report includes lists showing the number of days sampled, geometric mean in Mg/m^3 for total sampling period, maximum daily concentration and the number of times measurements have exceeded 5 Mg/m^3 per day.

Accessibility Open file.
Address enquiries to the Section, telephone 965-0689.

Key Company name, concentration of lead, station number
Size Not available
Storage Paper file
Retention Not available

Criteria Development and Program Planning Section:

07 Air Quality Criteria Source Emission Standards - Air Pollution Regulations and Guidelines for Air Quality Management

Objective To provide a central file for all air pollution criteria, regulations and guidelines.

MINISTRY OF THE ENVIRONMENT

Air Resources Branch (cont'd):**Criteria Development and Program Planning Section (cont'd):**

Content All air pollution criteria - regulations and guidelines and supporting data for their rationales.

Accessibility Open file.
Address enquires to the Section, telephone 965-5776.

Key Air Pollutants, Industries, Locations

Size 100 criteria (approx);
added to annually by about 10 to 20 new criteria

Storage Paper file

Retention Indefinitely

Phytotoxicology Section:**08 Phytotoxicological Assessment System**

Objective Assessment of vegetation injury due to air pollution.

Enforcement of Environmental Protection Act with respect to the contamination of vegetation and soil.

Provision of timely and accurate information on vegetation and soil contamination to the Ministry personnel and outside agencies.

Content Contour maps showing the distribution of pollutants in vegetation and soil samples and statistical analyses of contamination levels in vegetation and soil samples.
Data are available from 1973.

Accessibility Open file.
Address enquiries to the Section, telephone 965-4516.

Key UTM Coordinates and sources

Size 2000 records

Storage Magnetic tape and printouts

Retention By Branch: 15 years,
By Record Centre: 25 years

09 Vegetation Survey Files

Objective To maintain an operational record of surveys and analyses of air pollution injury to vegetation.

Content Field observations, chemical analyses and forms that report the results of investigations to determine the effects of air pollutants on vegetation.

Accessibility Open file.
Address enquiries to the Section, telephone 965-4516.

Key Subject, Ministry of the Environment region, sample number

Size Not available

Storage Paper file and computer

Retention By Branch: 15 years,
By Record Centre: 25 years

Technology Development and Appraisal Section:**10 Hazardous Contaminants Information File**

Objective To maintain current awareness information on hazardous contaminants and to maintain records which appertain to the Hazardous Contaminants Program.

Content The file contains:
Copies of journal articles on relevant chemical substances, records of the Hazardous Contaminants Technical Committee, priority lists of hazardous substances and, reports generated by the Technical Committee.

Accessibility Open file.
Address enquiries to the Hazardous Contaminants & Research Planning Unit, telephone 965-4081.

MINISTRY OF THE ENVIRONMENT

Air Resources Branch (cont'd):

Key Type of pollutant, station number and time

Technology Development and Appraisal Section (cont'd):

Size Not available
Storage Not available
Retention Indefinitely

Key Substance
Size Not available
Storage Paper file
Retention Indefinitely

Vehicle Emissions Section:

11 Nanticoke Environmental Management Program (NEMP)

Objective To monitor air quality changes at the Nanticoke industrial development site.

The data are to be used in a dispersion model to compute concentration levels downwind from the Nanticoke industrial complex. This will be the primary input to an air pollution index and alert system being developed for the area.

Content The file contains data on the levels of air pollutants measured by a network of stations, and meteorological data from one instrumented tower.

The data constitute hourly average values of sulphur dioxide, various oxides of nitrogen, carbon monoxide, hydrocarbons, hydrogen sulphide, daily average suspended particulate values, and monthly precipitation amounts. Various constituents of the particulate and precipitation samples are also measured.

The system is under development.

Accessibility Open file.
 Address enquiries to the Special Studies Unit, telephone 965-1634.

12 Automotive Emission Analysis System

Objective To store and analyse exhaust emission test results and technical data of selected motor vehicles tested in Ontario since 1969, to obtain trends and assist in development of emission control strategies.

To determine compliance of vehicles with The Environmental Protection Act, 1971 and Regulation 561/79.

Content Technical data and emission test results of over 95,000 motor vehicles (i.e. manufacturer, model year, size of engine, mileage, types of control devices, owner identification, HC and CO levels). System calculates statistical data for selected groups of vehicles and provides frequency graphs.

Accessibility Open file.
 Address inquiries to the Section, telephone 965-4493.

Key Engine family (i.e. manufacturer, model year, displacement), mileage, owner group, test type

Size Approx. 95,000 records, with 8,000 new records added yearly

Storage Computer
Retention Indefinitely

MINISTRY OF THE ENVIRONMENT

Air Resources Branch (cont'd):**Vehicle Emissions Section (cont'd):****13 Surveys and Reports**

Objective The purpose of these data is: to determine efficiency of control systems; to compare controlled to pre-controlled cars; to provide information on emission degradation with mileage and use; to provide basis for Ontario emission factors; and, to provide general information for new legislation.

Content Reports prepared with the help of the Automotive Emission Analysis System.

Accessibility Open file.
Address enquiries to the Section, telephone 965-4493.

Key Engine family (i.e. manufacturer, engine displacement, model year), mileage, owner group, test type

Size Not available

Storage Paper file

Retention Indefinitely

Content The following types of certificates are issued: Industrial (industrial firms including mining) air or water and waste water facilities; municipal and private (municipalities and private systems) water and wastewater facilities and pollution control facilities; waste disposal sites (7 different categories); waste management systems (collectors and haulers); septic tanks; licenses (haulers and installers).

Accessibility Open file.
Address enquiries to Mrs. Kemp, Administrative Support Section, telephone 965-6421.

Key Company name or municipality; solid waste disposal sites - by township

Size 20,000 files

Storage Paper file which includes the certificates, application forms and supporting documentation

Retention 2 years in-house, after closure 2-25-50 years
Record Centre

Environmental Approvals Branch:**14 Certificates of Approval**

Objective Certificates of Approval are required by any individual, corporation or municipality which intends to treat, handle, haul or dispose of waste materials, to supply and distribute water, to collect and treat sewage including storm water, to install and service septic tank systems or to haul septic tank sludge.

15 Environmental Assessment File

Objective To provide ease of public access, in a central location, to documentation concerning undertakings submitted under The Environmental Assessment Act. The file provides a means of public information and thus facilitates public involvement. It also provides for monitoring information and maintenance of a data base that may apply to future proposals.

MINISTRY OF THE ENVIRONMENT

Environmental Approvals Branch
(cont'd)

Content Environmental assessment documents and all supportive reports as submitted formally to the Ministry of the Environment, notices issued by the Ministry, submissions made on the proposed undertaking, all formal correspondence pertaining to the submission, and the provincial government review of the environmental assessment, plus information required to be filled by the proponent under conditions of approval or Minister's requirement; also, information concerning all exempted undertakings.

Accessibility Open file.
Address enquiries to the Environmental Assessment Section, telephone 965-3980.

Key EA file number
Size 600
Storage Paper file
Retention Indefinitely

16 Environmental Assessment Project Information System

Objective To provide reports on a regular basis, describing environmental assessment projects under review by the Ministry. These reports will indicate the current status of each project. To facilitate data retrieval on current and completed environmental assessment projects conducted by the Ministry. To provide, initially, limited project control data. The system is being expanded and modified for project control and the possible computer production of certain aspects of the "EA Update" newsletter.

Content The types of information maintained in the system's data files include: file name; co-ordinator's (project manager) name; project description (suitable for inclusion in EA Update); subject area classification code; geographical area codes; project schedule and control information; name and address of proponent; and, name and address of consultant.

Accessibility Open file.
Address enquiries to the Environmental Assessment Section, telephone 965-3980.

Key File name, file number, project coordinator
Size 626
Storage Computer
Retention Not available

17 Estimated Capital Expenditures for Industrial Waste Treatment Works - Water and Air

Objective Maintain an annual and a current total of the estimated value of the pollution abatement projects for which certificates of approval have been issued.

Content These data are the estimated costs of water and air pollution abatement devices and facilities taken from applications for certificates of approval. They are estimates only and may differ substantially from actual expenditures.

Water pollution data from 1967 to present.

Air pollution data from 1977 to present.

Accessibility Open file.
Address enquiries to the Industrial Approvals Section, telephone 965-6975.

MINISTRY OF THE ENVIRONMENT

Environmental Approvals Branch
(cont'd):

Key Industry sector
Size Not available
Storage Paper file
Retention Not available

Financial and Administrative Services Branch :**18 Pollution Abatement Incentive Act Files** (Ref: Schedule number A-183)

Objective These files contain records of grants made in relation to purchase of pollution control equipment from 1970 to 1977 in accordance with provisions of The Pollution Abatement Incentive Act.

Content Amount of grant requested, description of the equipment in relation to which a tax equivalent grant is requested, and the degree to which the equipment reduces pollution of either air, water or land.

Documentation of purchase and payments of the applicable tax (either 5% or 7%). This information was summarized on the application form.

Applicants provided documentation, often included invoice copies and cancelled cheque copies, with a schedule outlining the major features of their claim in order to show adherence to the Act.

The data are available from 1973 to 1977. The act was terminated in 1977.

Accessibility Open file.
 Address enquiries to Capital Financing and Revenue, telephone 965-2446.

Key Company (applicant), fiscal year
Size Not available
Storage Data stored consist of forms with the attached documentation needed to substantiate claim for a grant
Retention By Branch: One current year and one previous; by Record Centre: 5 years

Environment Information Services Branch:**19 Daily Clipping Service**

Objective To monitor environmental issues reported in the press.

Content Relevant articles from the Globe & Mail, Toronto Star and the Toronto Sun. Files are available from December, 1975.

Accessibility Open file.
 Address enquiries to the Branch, telephone 965-1658.

Key Data
Size Not available
Storage Paper file
Retention Indefinitely

Legal Services Branch:**20 Prosecutions Lists**

Objective To provide data to answer inquiries and to assess workloads of legal officers.

Content The data comprises lists of the prosecutions made under The Ontario Water Resources Act, The Ontario Environmental Protection Act 1973 and The Pesticides Act (updated monthly). Also the following items: name of the accused, the section under which the party was charged, the date of offence, fine and disposition of case.

MINISTRY OF THE ENVIRONMENT

Legal Services Branch (cont'd):

Accessibility Open file.
Address enquiries to the Branch,
telephone 965-7156.

Key Name of company or
individuals, number of
convictions, date of trial and
fines

Size 50 per annum

Storage Paper file

Retention Indefinitely

Pollution Control Branch:**Development and Research Group:****21 Inventory of Research Projects
(Annual)**

Objective To coordinate research
efforts and inform interested
parties about ongoing research
in the Ministry and provide a
basis for the production of the
Annual Report.

Content Lists of research
projects by Branch, which
include: project title, key
words, principle investigator,
research category, objective,
description, budget and source
of funds and completion date.

Accessibility Open file.
Address enquiries to the Group,
telephone 248-3739

Key Not available

Size Not available

Storage Published reports

Retention Indefinitely

Municipal and Private Section:**22 Phosphorus Removal Program File
(Ref: Schedule number A161)**

Objective To monitor phosphorus
removal at sewage treatment
plants in Ontario.

Content Data on the
implementation of phosphorus
removal from treatment plants in
the province, including detail
and cost, consultants' reports,
and the amount of phosphorus
discharge at the time of the
study.

Accessibility Open file.
Address enquiries to Mr. J.
Archer, telephone 965-1655.

Key Sewage treatment plant

Size Not available

Storage Paper file

Retention Not available

**23 Utility Descriptor Location File
or 'Library File'**

Objective To consolidate all
data on sewage and water
treatment plants in one file.

Content The file provides data
input to: the Utility Water
Pollution Monitoring System, the
Utility Long-Range Requirements
Information System, the Utility
Rate Review Information System
and the Utility Project
Management System.

The file contains the following
types of data: Location of
plant and outfall, sewage or
water plant name, technical
description of works,
capacities, population served.
The system includes data on all
sewage and water treatment
plants in the province, which
are used to produce the annual
report "Water and Wastewater
Treatment Works in Ontario".

Accessibility Open file.
Address enquiries to the
Section, telephone 965-1655.

Key Works Number

Size 1600 records

Storage Computer

Retention Indefinitely

MINISTRY OF THE ENVIRONMENT

Pollution Control Branch (cont'd):**Municipal and Private Section
(cont'd):****24 Utility Water Pollution
Monitoring**

Objective To monitor and to provide the basis for evaluating the performance of sewage and water treatment plants. To provide the means for recording loadings into and out of water and sewage works, and being discharged to receiving waters. Stores data on the effectiveness of different types of facilities.

Content The system files contain data on items such as: chemicals used, populations served, chlorine residual and bypass data. Locations and descriptions of various control points within plants where monitoring information is required are specified. The system files also contain daily, weekly and monthly data submitted by plants detailing quantities and concentrations of various parameters measured and sampled at various control points in plants. Output files generated include the annual reports "The Wastewater Operating Summary" and "The Water Treatment Operating Summary".

Accessibility Open file.
Address enquiries to the Section, telephone 965-1655.

Key Works number
Size 320 records
Storage Computer tape
Retention 5 years

Pesticides Control Section:**25 Classification of Pesticides and
Pesticide Containers (Ref:
Schedule Number A-242)**

Objective To provide an operational record used as a guideline in classifying new pesticide compounds brought onto the market.

Content Correspondence, reports, investigations, toxicity data etc., used to determine classification, by type, of pesticides and pesticide containers as specified in Regulation 657 under The Pesticides Act.

Data are available from 1970.

Accessibility Open file.
Address enquiries to the Section, telephone 965-2401.

Key Pesticide names
Size Not available
Storage Paper files
Retention By Branch: 4 years

26 Licensed Pesticides Exterminators

Objective The purpose of this file is: to provide information on all licensed pesticides exterminators in the province of Ontario; to provide data for investigations regarding complaints received from the public; and, to control the use of pesticides by licensed personnel.

Content Information on all licensed operators and exterminators in Ontario.

MINISTRY OF THE ENVIRONMENT

Pollution Control Branch (cont'd):**Pesticides Control Section (cont'd):**

Accessibility Open file.
Address enquiries to the
Section, telephone 965-2401.

Key Different colour cards for
different classes of licences

Size Not available

Storage Card wheel

Retention Indefinitely

Content Pesticide exterminator,
operator and vendor licensee
related data are stored.
Licence renewal notices are
produced as output. The
pesticide licence master file is
edited and updated with revenue
received in payment of
exterminator, operator and
vendor fees.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-2401.

27 Licensed Pesticide Vendors

Objective The purpose of this
file is: to provide information
on all licensed pesticide
vendors in the province of
Ontario; to provide data for
investigations regarding
complaints received from the
public; and, to control the sale
of pesticides by licensed
personnel.

Content Contains information
from application forms which all
licensed pesticide vendors in
the province of Ontario must
provide.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-2401.

Key Not available

Size Not available

Storage Paper file in binders

Retention Indefinitely

Key Not available

Size Not available

Storage Computer

Retention Not available

29 Pesticides Products Information System

Objective To maintain a current
file of products in use in the
province, for the production of
pesticide product schedules
associated with various classes
of licences and for selective
retrieval reporting to meet
various needs.

Content Registered pesticide
products and related data.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-2401.

Key Not available

Size Not available

Storage Computer

Retention Not available

28 Pesticides Information System

Objective To facilitate the
production of licences, mailing
address stickers, and for
selective retrieval of licence
related data.

30 Poison Control Information

Objective The purpose of this
file is to provide data for use
in emergency situations,
illness, or death caused by
accidental treatment and to
provide data for preventative
treatment.

MINISTRY OF THE ENVIRONMENT

Pollution Control Branch (cont'd):**Pesticides Control Section (cont'd):**

Content Contains information on chemical composition, toxicity, first aid and antidotes.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-2401.

Key Generic, chemical or common
name (filed alphabetically)

Size Not available

Storage Card system

Retention Indefinitely

Content Submissions from researchers (mainly in universities and established research centres) outlining projects on pesticides for which they are requesting a grant.

After a project is selected for a grant, the file will also contain: amount of grant; estimated duration of project; interim progress reports; and, a final report which is submitted when research is finalized.

Data are available from 1973.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-2401.

Key Year
Size Not available
Storage Paper files
Retention By Branch: 4 years

31 Registered Custom Sprayers

Objective To provide information on the spraying done on land used for animal and plant production.

Content Contains data from application form which all registered custom sprayers in Ontario must complete.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-2401.

Key Not available

Size Not available

Storage Paper file

Retention Indefinitely

33 Technical Information Files (Pesticides)

Objective To provide data to advise government officials on the status of any particular chemical, i.e. chemical composition, toxicity, formulations and rises.

Content Technical information of pesticide products sold, distributed and used in Canada, U.S.A., England and other countries.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-2401.

Key Chemical nomenclature
Size Not available
Storage Paper file
Retention Indefinitely

32 Research Grants File

Objective To provide an operational record which may be used to ensure pesticide research is up to date and that projects receiving a grant carry out research as submitted.

MINISTRY OF THE ENVIRONMENT

Project Coordination Branch:**34 Utility Project Management System**

Objective The data output from this system: facilitate the scheduling and re-scheduling of projects; facilitate reporting on the status of projects; provide the means of exercising tighter control with respect to progress on projects; provide the means for adopting a more responsive and flexible approach with respect to the forecasting of capital expenditures; and, provide the means for maintaining up-to-date information on outside agency performance for evaluation purposes.

Content The system files contain data on: cost of projects, contractors and consultants, CMHC funding, subsidy provided by the Province, schedule of activities on project and contract. Generates a monthly report and periodic reports about schedules and cash requirement projections.

Accessibility Open file.
Address enquiries to Mr. C. Letman, Project Control, Coordination Section, telephone 965-1371.

Key Not available
Size Not available
Storage Computer
Retention Not available

Regional Branches:**35 Control Orders, Requirements and Directions and Program Approvals**

Objective To indicate what the Ministry of the Environment is requiring of specific polluters.

Content Control Orders and Program Approvals that are issued under the authority of The Environmental Protection Act, 1973.

Requirement and Direction statements that are issued under The Ontario Water Resources Act.

These instruments are usually issued to industrial polluters, individuals and municipalities and specify how much a polluter is supposed to reduce emission loadings. A time-table is also specified and in some cases, specific treatment equipment is required. These instruments are changed from time to time.

Accessibility Open file.
Address enquiries to the Regional Co-ordinators office.

Key Company name
Size Not available
Storage Paper file
Retention Indefinitely

Program Planning and Evaluation Branch:**36 Management by Results**

Objective To provide a basis by which the output and results of the Ministry's environmental protection programs can be measured.

Content Provides information on actual and projected air and water quality, actual and projected emissions and waste loadings, and pollution abatement actions underway.

All major ministry objectives are identified, and the resources assigned to the Ministry's programs are given.

MINISTRY OF THE ENVIRONMENT

**Program Planning and Evaluation
Branch (cont'd):****Accessibility** Open file.**Key** Type of Pollutants,
geographical location of
Sources, MOE Programs**Size** Not available**Storage** Produced as a report and
updated semi-annually**Retention** Indefinitely**Water Resources Branch:****Administrative and Data Services
Section:****37 Bibliography Files****Objective** To provide access to
references of interest to
members of the Branch.**Content** Reprints, reports and
filed materials stored in
Branch.

A file of technical references
(on cards) is also computerized
and includes intra Branch
technical correspondence on
environmental problems; as well
as reference to articles, books,
etc. which have been read by
technical staff and are
considered worthy of
referencing.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-6141.**Key** Not available**Size** Not available**Storage** 3 x 5 cards, computer**Retention** Indefinitely**Hydrology and Monitoring Section:****38 Hydrologic Information System****Objective** To facilitate the
assessment and planning functions
associated with the management
of river basin water resources.**Content** The following data are
stored: rainfall, snow melt,
soil moisture, and streamflow.
The streamflow analysis programs
developed to analyse mean daily
flow data gathered from
streamflow gauging stations have
been incorporated into the
Hydrologic Information System
which provides selective
retrieval reports as required,
provides data for the Hydrologic
Model, and is used for the
plotting of data for specific
parameters.**A. Daily flows - Rivers
and Streams in Ontario****Objective** To provide data for
water quantity evaluation.**Content** Data on flow values for
rivers and streams in Ontario.**Accessibility** Open file.
Address enquiries to Mr. D.
Terry, Chief of Networks,
telephone 965-6995.**Key** Station number
Size 40,000 (includes federal
data)**Storage** Magnetic tape**Retention** Indefinitely**B. Hydrologic Data Master File****Objective** To record hydrologic
parameters data for such
parameters as snowfall,
rainfall, evaporation,
streamflow, etc.

MINISTRY OF THE ENVIRONMENT

Water Resources Branch (cont'd):

Hydrology and Monitoring Section
(cont'd):

Content The file contains:
hydrologic station
identification number; time of
recording; parameter code; and,
parameter value.

Accessibility Open file.
Address enquiries to Mr. D.
Terry, telephone 965-6955.

Key Station number

Size 30,000

Storage Magnetic tape

Retention Indefinitely

**39 Sample Information System - Data
Analysis**

Objective To provide various
analysis facilities for
assessment and planning purposes
through the use of: S.P.S.S.
and other statistical programs;
contour plotting using SYMAP;
graphical plotting techniques;
computer output microfilm (COM);
data exchange programs; polygon
retrieval techniques.

Content The base files are
described in file listing 52 for
the Ministry. Output files are
analyses of the data in the Data
Bank.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-6995.

Key Not available

Size Not available

Storage Computer

Retention Not available

**40 Sample Information System (SIS)
—Data Storage and Retrieval**

Objective To provide a means of
summarizing water quality data
from sampling stations
throughout the Province through:
a standard sample results master
file format for storage of
Ministry sample results data; a
standard input and master file
format for storage of sample
point locations and
descriptions; data retrieval
methods to meet the requirements
of the Ministry's branches;
facilities for expansion or
modification to accommodate new
data; and, an interface between
the Laboratory Information
System and the storage and
retrieval needs of the
Ministry's operating branches.

Content Data on file are: water
quality data collected at
stations set up in lakes and
rivers throughout the province;
and, location, and time of
sampling.

(SIS is a generalized automated
storage and retrieval system
designed to edit, store and
retrieve sample
submission/results data
processed in the laboratories of
the Ontario Ministry of the
Environment. It also provides
the capability for including
sample submission/results data
from other agencies upon
reformatting to meet the
system's requirements. SIS now
serves all sample results files
by a means of a conversion
process. Analysis involves the
use of these data in
computerized programs,
statistical or other, designed
for the purpose.)

MINISTRY OF THE ENVIRONMENT

Water Resources Branch (cont'd):**Hydrology and Monitoring Section (cont'd):**

Accessibility Open file.
Address enquiries to the
Section, telephone 965-6995.

Key Not available
Size Not available
Storage Computer
Retention Not available

41 Water Taking Information System

Objective The objectives of the water-taking system are: to assess demand for water supplies; to assess areas of critical supply and demand; to assess the impact of new demands on supply; to assist in the preparation of specific water-use studies; and, to minimize administrative and clerical time associated with the processing of water-taking permits and other related documents and reports.

Content Data derived from water-use applications describing the source of water supply, the method of taking, the quantities involved, the purposes for the water, etc. Various types of reports are produced for assessment and control purposes.

Accessibility Open file.
Address enquiries to the
Section, telephone 965-6995.

Key Not available
Size Not available
Storage Computer
Retention Not available

42 Water Well Contractors List

Objective To provide names and addresses of licensed water well drillers and borers corresponding to a numeric code.

Content Driller code, name and address.

Accessibility Open file.
Address enquiries to Mr. Bill McClenaghan, Chief Water Well Inspector, telephone 965-2105.

Key Driller code
Size 2,000
Storage Magnetic tape and disk
Retention Indefinitely

43 Water Well Information System

Objective To process data on the location, depth and yield of water wells in Ontario. Input data taken from the Water Well Records File.

Content Records of all water wells drilled, bored or dug by drilling contractors in Ontario since 1947, indicating location of well, ownership, depth, geologic log, construction data, well yield, screen and casings, etc. used. Catalogues of water wells are published on a county basis.

Accessibility Open file.
Address enquiries to Mr. J. Miller, Well Management Geologist, Networks Unit, telephone 965-6995.

Key 5 digit municipal code for location of well, river basin, UTM codes
Size 220,000 records to 1977, increase annually by 10,000
Storage Paper file, microfiche and magnetic tape
Retention Indefinitely

MINISTRY OF THE ENVIRONMENT

Water Resources Branch (cont'd):**Hydrology and Monitoring Section
(cont'd):****44 Water Well Municipal File**

Objective To provide an inventory of municipalities that obtain water from wells.

Content Municipal code, municipal name and classification, county name.

Accessibility Open file.
Address enquiries to Mr. J. Miller, Well Management Geologist, telephone 965-6995.

Key Municipal code

Size 4,000

Storage Magnetic tape and disk

Retention Indefinitely

45 Water Well Records (Ref: Schedule numbers A-252 and A-49)

Objective An operational record is used to determine the water output of a well; to establish guidelines for the safe withdrawal of water from a well; for preparation of ground water surveys and development of potential ground water sources, for environmental impact assessment of waste disposal sites based on the hydrology of an area; for the environmental impact assessment of an area for use as a deep well disposal site; for environmental impact assessment of highways, roads, etc., on ground water flows; and, for the assessment of an area's potential industrial mineral resources e.g. gravel.

Content Water well record sheets relating to private ground water wells throughout Ontario and containing the following information:

- size and depth of well
- type, quality, appearance and purpose of water extracted
- description of overburden and bedrock materials found during drilling and depths to which they extend
- names and address of owner and driller of well
- related hydrological and geological data

Users include: Ministry engineers, Ministry of Natural Resources, Ministry of Transportation and Communications, private consulting engineers, drillers, hydrologists, university professors, students, environmentalists and the general public. By county, township, concession, lot number.

Accessibility Open file.
Address enquiries to the Section, telephone 965-6995.

Key Well code number

Size Not available

Storage Paper files, microfilm

Retention Not available

Planning and Coordination Section:**46 Water Quality Information System**

-Great Lakes Surveys (Ref: Schedule number A-47)

Objective To facilitate backup should any problems be encountered with the computer tapes of the system.

MINISTRY OF THE ENVIRONMENT

Water Resources Branch (cont'd):**Planning and Coordination Section (cont'd):**

Content Computer cards, deck sheets and bench sheets containing water sampling information, such as: environmental conditions at time of sampling; location, date, time and depth, of sampling; on board chemical analysis; laboratory, chemical, bacteriological, and biological analysis, for the Great Lakes. Data are available from 1971.

Accessibility Open file.
Address enquiries to the Section, telephone 965-6954.

Key Assigned laboratory number
Size Not available
Storage Paper files, cards
Retention By Branch: 1 year; by Record Centre: 4 years

47 Water Quality Information System
- Recreational Lakes Survey (Ref: Schedule number A-46)

Objective To facilitate backup should any problems be encountered with the computer tapes of the system.

Content Computer cards, deck sheets and bench sheets containing water sampling information, such as location, date, time, and depth of sampling, on board chemical analysis, laboratory, chemical, bacteriological, and biological analysis, for recreational lakes. Data are available from January 1972.

Accessibility Open file.
Address enquiries to the Section, telephone 965-6954.

Key Laboratory number
Size Not available
Storage Paper files, cards
Retention By Branch: current year only; by Record Centre: 5 years

Water Modelling Section:**48 Current Meter Readings**

Objective To provide data for statistical reports on water movement and in developing water movement models.

Content Readings of currents, temperature and direction for a particular location within a 10-minute interval.

Accessibility Open file.
Address enquiries to Mr. B. Kohli, telephone 965-4590.

Key Location, date, time
Size 100,000
Storage Magnetic tape
Retention Not available

49 Water Quality Meter Readings

Objective To provide data for a series of programs for statistical analyses of water quality parameters and for development of models for the water environment.

Content Data on hourly readings of temperature, depth, dissolved oxygen, suspended solids, pH and conductivity of water in given locations.

Accessibility Open file.
Address enquiries to Dr. D. Poulton, telephone 965-4590.

Key Location, time, date
Size 70,000
Storage Magnetic tape
Retention Not available

MINISTRY OF THE ENVIRONMENT

Waste Management Branch:

Municipal Waste Section:

50 Waste Site Information System (WSIS)

Objective To provide a central source of data on waste disposal sites (landfill, transfer, processing).

Content Site location, owner, operator, size, area, waste types accepted, waste volumes, major municipalities and/or industries served, population served, operating schedule.

Accessibility Open file.
Address enquiries to
W. Williamson, telephone
965-6191.

Key Municipality, waste disposal site type, certificate number
Size Not available
Storage Computer
Retention Not available

51 Waste Management Improvement Program (WMIP)

Objective To monitor projects and costs under the WMIP.

Content Region, site location, project type, cost, status, results.

Accessibility Open file.
Address enquiries to J. Petoia,
telephone 965-9670.

Key Municipality, region, project type
Size Not available
Storage Computer
Retention Not available

52 Derelict Motor Vehicle (DMV) File

Objective To access quickly data from the Derelict Motor Vehicle Recovery Program.

Content Contracts for recovery of DMVs by municipality, DMV sites, subsidies paid by Ministry of the Environment, number of cars collected, costs of collection and removal, amount of DMVs sold for scrap.

Accessibility Open file.
Address enquiries to J. Petoia,
telephone 965-9670.

Key Municipalities
Size Not available
Storage Paper file, computer
Retention Not available

53 Experimental Resource Recovery Plant Records - Monthly Summaries

Objective To record the performance of the Experimental Resource Recovery Plant.

Content The file contains monthly totals of the following data: receipts of solid wastes received by plant, tons of wastes processed, tons of wastes transferred and hauled directly to landfill disposal, tons of secondary materials and refuse derived fuel produced.

Accessibility Open file.
Address enquiries to N. Ahlberg,
telephone 635-9691.

Key Wastes processed, wastes transferred, secondary material products
Size Not available
Storage Paper file
Retention Not available

MINISTRY OF THE ENVIRONMENT

Waste Management Branch (cont'd):

Industrial Section:

54 Transfers of Liquid Industrial
Wastes (Waybill System)

Objective To ensure every load of waste that is generated is received at an authorized disposal site.

To produce statistical reports.

To ensure that all shipments of liquid industrial waste are reported to this file as required by regulation.

Content Names of waste sources and generators, disposal site (name of owners), waste carriers and haulers, quantities and description of wastes, methods of final disposal. (N.B. Shipments to recycling and reclamation operations are exempt from reporting to this file).

Accessibility Open file.
Address enquiries to D. Tolson, telephone 965-9670.

Key Source, receiver, carrier, type of waste, date, method of disposal

Size Not available

Storage Computer

Retention Not available

MINISTRY OF GOVERNMENT SERVICES

Accommodation Division:**Design Services Branch:****01 Government Parking Zone Maps - 1980**

Objective To administer parking policy.

Content Parking zone maps which indicate central, intermediate and peripheral zones of the major Ontario municipalities.

Accessibility Open file.
Address enquiries to Mr. D. Dastur, Director, telephone 965-2108.

Key Municipality, zone

Size 20 maps plus zone descriptions

Storage Mylar base maps, updated master prints

Retention Indefinitely

Accessibility Open file.

Address enquiries to Mr. A.E. Henein, Director, telephone 965-2172.

Key Subject

Size 55 pages - 12" x 8"

Storage Paper file

Retention Indefinitely

Program Management Branch:**02 Design and Construction Program**

Objective To summarize construction projects which have been undertaken or are proposed by the Ministry, in accordance with its mandate to provide accommodation facilities for Ministries and Agencies of the Ontario Government.

Content Includes Major Capital projects which have been completed in the past year, projects approved for construction and projects in various stages of construction and design. In addition, it lists Minor Capital, Lease-Purchase and Accommodation Alterations projects which are currently underway or approved for implementation during the forthcoming fiscal year.

MINISTRY OF HEALTH

Persons requesting statistics from the Ministry of Health should direct enquiries to the appropriate Branch or Section. Consult the most recent Government of Ontario Telephone Directory for the address and local telephone number. Where necessary, route enquiries through the Central Switchboard, telephone 965-1211.

Health Insurance Division:**Insurance Claims Branch:****01 Claims File**

Objective To provide the data for producing OHIP insurance statistical reports and physician profiles.

Content Monthly claims received by OHIP containing practitioner number, patient name, OHIP number, diagnosis and service.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key OHIP number,
physician/practitioner number

Size Five million per month
(approx.)

Storage Magnetic tapes

Retention 7 years

**02 Discharge Reports for all
Hospital in Patients - Form 106D**

Objective To verify insurance eligibility.
To provide potential link of admission and discharge dates with Claims Reference File.
To pay Federal hospital claims.

Content Discharge reports for all persons discharged from or deceased in a scheduled hospital. Information consists of admission and discharge record and sociological data

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Hospital register number,
OHIP certificate number and admission date

Size 1.3 million

Storage Microfilm, computer tape

Retention Microfilm - 1 year,
magnetic tape - indefinitely

**03 134-84 - Report of Out-Patient
Therapy**

Objective To record patients receiving out-patient therapy in Ontario hospitals.

To provide payment to private and Federal hospitals in Ontario.

To answer correspondence.

To check third party liability.

Content A report of all out-patient therapy treatments provided in Ontario hospitals.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Hospital, date of service

Size 250,000

Storage Paper file

Retention 1 year, plus current year

04 Out-of-Province Claims - Form 120

Objective To provide data to determine payment to out-of-province hospitals for insured residents.

Content The forms for admissions to and out-patient services in hospitals outside Ontario which are submitted under OHIP.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

MINISTRY OF HEALTH

Health Insurance Division (cont'd):**Insurance Claims Branch (cont'd):****Key** Patient's name and year paid**Size** 15,000**Storage** Paper file**Retention** 1 year plus current year**05 Out-of-Province Land and Air Ambulance Claims****Objective** To provide data to determine payment to insured residents for land and air ambulance services and payments to hospitals for air ambulance services.**Content** Claims for out-of-province land and air ambulance services.**Accessibility** Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.**Key** Alphabetically by patient's name or hospital and date of service**Size** 4,000**Storage** Paper file**Retention** 1 year plus current year**06 Out-Patient Day Care Report (Form 3117-84)****Objective** To record patients receiving out-patient day care in Ontario hospitals.

To provide payment to private and Federal hospitals in Ontario.

To answer correspondence.

To check third party liability.

Content A record of all out-patients receiving day care. This includes elective diagnostic and treatment procedures, endoscopic procedures, renal dialysis and chemotherapy (implemented January 1, 1977).**Accessibility** Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.**Key** Hospital, date of service**Size** 187,028 (for 1977-78 fiscal year as of May 1978); 350,000 for fiscal year 1978-79**Storage** Paper file, magnetic tape**Retention** Not yet established**07 Physiotherapy Claim Form 525-84****Objective** To make payment to private physiotherapy facilities.

To create statistics.

To check services provided.

To answer correspondence.

To establish third party liability.

Content Data on private physiotherapists claiming reimbursement from OHIP which includes name of physiotherapist, facility used, patient name, service rendered.**Accessibility** Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.**Key** OHIP number, facility used**Size** 61,000**Storage** Magnetic tape**Retention** Hard copy, 1 month plus current; microfilm, 2 years

MINISTRY OF HEALTH

Health Insurance Division (cont'd):**Insurance Claims Branch (cont'd):****08 Third Party Recovery File (Form 115 Hospital Accident Reporting)**

Objective To provide data to investigate the extent of responsibility of a third party.

To determine the cost of insured services involved.

To outline the details of the settlement and the amount recovered by the Ministry.

Content

1. Accident reports
2. Questionnaire form
3. Listing of confinements
4. Correspondence
5. Medical information

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Name of injured person, file number, OHIP number

Size 5-10,000 per annum (variable)

Storage Paper file

Retention 7 years - indefinitely in cases where future hospital care is necessary

2. Dispensing Agent Data
 - Pharmacy number
3. Drug Data
 - Drug index number
 - Principal code group
4. Claim Data
 - Dispensing date
 - Drug quantity
 - Rx number
 - Price claimed
 - Price paid
 - Fee paid
 - Date paid
 - Explanatory code
5. Control Data
 - Invoice line
 - Invoice number
 - Microfilm number

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Eligibility number

Size 23 million records

Storage Magnetic tape, microfilm

Retention Maximum 15 months, minimum 12 months based on dispensing date. When 15 months, three months are purged to a retention file. The retention file is maintained on tape for 1 year and then retained on microfilm for 7 years

10 Formulary File**Ontario Drug Benefit:****09 Claims History File - ODB**

Objective To record all validated drug claims for statistical purposes.

Content Information includes

1. Recipient Data
 - Plan code
 - Eligibility number
 - Participant number
 - Surname
 - First name

Objective To record information and data on all drugs listed in the Drug Benefit Formulary

Content Information includes

1. Drug Data
 - Principal code group
 - Drug identification number
 - Generic name
 - Brand name
 - Strength
 - Dosage form
 - Individual and group price
 - Period of authorization
2. Control Data
 - Principal code group number
 - Drug identification number

MINISTRY OF HEALTH

Health Insurance Division (cont'd):

12 Eligibility File

Ontario Drug Benefit (cont'd):

Objective To record all eligible recipients for statistical purposes.

Content Information includes

- Recipient Data
- Plan code
 - Eligibility number
 - participant number
 - Surname
 - First name
 - Birth date (Family Benefit only)
 - Sex (Family Benefit only)
 - Period of eligibility
 - Social Insurance Number (Occasionally)
 - OHIP Number (Family Benefit only)

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Eligibility number

Size 1.3 million records

Storage Magnetic tape, microfilm

Retention Active - 7 years
Inactive - 1 year from last activity

11 Pharmacy Master File

Objective To record all participating pharmacies and participating dispensing physicians.

Content Information includes

1. Pharmacy Data
 - Pharmacy number
 - Pharmacy name
 - Pharmacy geographical area (code)
 - Pharmacy address
 - Pharmacy tel. no.
 - Nursing homes and homes for aged serviced by specific pharmacy.
2. Payment Data
 - Fee allowed
 - Dates fees are applicable
 - Pharmacy type
 - Pay code
 - Interim payment
3. Pharmacists Data
 - Pharmacist's name
 - Pharmacist's sex
 - Pharmacist's title

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Pharmacy number

Size 2,450 records

Storage Disc, tape

Retention 3 years

Finance and Administration Division:

Finance and Accounting Branch :

13 Accounts Payable Detail File (APM006P1)

Objective To store all paid transactions for the current fiscal year.

To provide data to prepare all Public Accounts reports and any special request reports.

MINISTRY OF HEALTH

Finance and Administration Division
(cont'd):

Finance and Accounting Branch
(cont'd):

Content Information includes:

1. Vote, item number
2. Branch and section
3. Vendor name and number
4. Transaction amount

The file begins in 1976/77.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Vote, item, branch, section, COCE, vendor number

Size Cumulative for current fiscal year at rate of 35,000/month

Storage Magnetic tape

Retention Indefinitely

14 Accounts Payable Vendor Master File (APD007MD)

Objective To keep a record of the amount paid to each vendor.

To provide the current name and mailing address for each vendor.

To generate name and address on Treasury payment control tape for each Remittance Advice, which is used to automatically produce the payment cheque.

Content Approximately 16,000 vendors each containing 3 lines of name, 4 lines of address, date on file, date of last name or address change, cumulative invoices amount and date of latest invoice, cumulative other transaction amount and date of last other transaction and the combined total amount. This file is updated in every daily run and therefore shows current status on a daily basis.

The file begins in 1976-77.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key 6 digit vendor number (numeric sequence denotes alphabetic sequence)

Size 16,000 vendors

Storage Magnetic tape

Retention Indefinitely

15 Accounts Payable VIBSA Master File (APD011M1)

Objective To supply the daily and month-end systems with tables which are used for editing of transaction coding.

To maintain a record of expenditures and current balances to supply descriptive names to all levels of coding.

Content A description for each numeric code plus other controlling codes and amount of transaction where applicable.

The file begins in 1976-77.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Vote, item, branch, section, common object code of expense

Size 1,400 records (approx.)

Storage Magnetic disk

Retention Indefinitely

16 Financial Management Control System (IFAA20M1)

Objective To retain the cumulative spending amounts for each administrative unit for the accounts payable month-end reports to the current fiscal year.

MINISTRY OF HEALTH

Finance and Administration Division
(cont'd):

Finance and Accounting Branch
(cont'd):

Content Details by program, activity, executive control, branch, unit, common object code, descriptive name, cumulative spending amount and yearly appropriation.

The file begins in 1978-79.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Report program, activity, executive control, branch, unit, and common object code of expense

Size Approximately 11,000 records at the beginning of the year and increases with each month-end run

Storage Magnetic tape

Retention Indefinitely

17 Resident Data File

Objective To monitor patient load in Homes for Special Care and Extended Care Homes.

Content

1. Current individual residents' files.
2. Current files on Nursing Homes and Residential Homes.
3. Closed residents' files.
4. Closed files on Nursing Homes and Residential Homes.
5. General files.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Resident account numbers, OHIP number, birthdate

Size 48,000

Storage Paper file, magnetic tape

Retention Individual Resident Files:

- H.S.C. - 6 years after death or discharge and account paid or written off
- E.C. - 2 years after death or discharge subject to Provincial audit

Home Files:

H.S.C. and E.C. - 1 year after closure of home

Fiscal Resources Branch:

18 Hospitals and Other Facilities Budgets

Objective To provide data on the operating costs of all hospitals and other health facilities.

To determine the cash flow of the hospitals and other facilities.

Content Annual operating budget prepared and submitted by public and private hospitals, health units, home care facilities, crippled children's treatment centres and ambulance services.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated. Records custodian is the Office Services Supervisor, telephone 965-8025.

Key Name of hospital or facility

Size 535

Storage Paper file, magnetic tape

Retention 5 years

MINISTRY OF HEALTH

Finance and Administration Division
(cont'd):

Fiscal Resources Branch (cont'd):

19 Hospitals and Other Facilities
Final Settlements (Audited
Financial Statements and
Statistical Returns)

Objective To provide data on actual historical operation of each hospital and related facility.

To determine final operating funds acceptable for each fiscal year by means of detailed comparisons with the approved budget.

To provide basis for forecasting budgets.

Content Annual audited financial statements with supplementary schedules and statistical returns of each hospital, i.e., Annual Returns of Health Care Facilities (federal document) together with supporting schedules (HF series) as required in Ontario. Financial statements are received from health units, home care, crippled children's treatment centres, ambulance services and nursing homes.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated. Records custodian is the Office Services Supervisor, telephone 965-8025.

Key Name of hospital or facility
Size 535

Storage Paper file, magnetic tape

Retention 10 years

20 Hospitals and Other Facilities
Operating Statements

Objective To provide data on the actual operating performance of each public hospital and other related health facilities.

To relate actual performance to the approved budget.

To provide explanations of variances.

Content Monthly operating statements from health units, home care facilities, crippled children's treatment centres and hospitals; quarterly operating statements from nursing homes and ambulance services.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated. Records custodian is the Office Services Supervisor, telephone 965-8025.

Key Name of hospital or facility
Size 746

Storage Paper file plus tape

Retention For nursing homes, 5 years, for the rest, 2 years

Direct Services Division:

Ambulance Services Branch:

21 Ambulance Vehicles

Objective To maintain a record of all ambulance services.

Content The file contains information on the basic cost and equipment for each vehicle, the location of ambulance vehicles in Ontario and also Ambulance Manpower Planning Reports.

Accessibility Open file.

MINISTRY OF HEALTH

Direct Services Division (cont'd):

To provide data for comparisons of cost per year.

Ambulance Services Branch (cont'd):

To provide data for the Branch test cost-accounting system.

Key Name and file number A.S.B. vehicle number

Size 450

Storage Paper file

Retention 7 years

Content Data from the analysis of specimens including the number of DBS units scored by month and by laboratory (when applicable). Annual data are available from 1975.

22 OASIS (Ontario Ambulance Services Information System)

Accessibility Open file.

Objective To provide data to monitor the casualty care rendered by Ontario ambulance fleet including the analysis of the time, space allocation (labour and capital), casualty care training requirements, communication, cost and casualty care rendered variables of the ambulance system.

Key Year and laboratory

Size 24

Storage Paper file

Retention Monthly data - 2 years
Yearly data - indefinitely

Content Data on the time, space, patient observations, casualty care rendered, weather, road conditions, etc. for every ambulance call.

Institutional Division:**Institutional Planning Branch:**

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

24 Room Measurement Records

Key Call number, dispatch centre, services observations

Size 550,000 annually

Storage Multiple paper file, magnetic tape

Retention Incident Reports - 3 years

Objective To establish official ratings of the hospitals only at the time of completion or when expansion takes place. After completion or expansion of a facility, changes in ratings are determined by Institutional Operations and Data Development Branches. (These ratings are used in annual publications).

Content Original data for each public hospital listing all patient rooms, showing classification of service, i.e. surgical, medical, obstetrics, etc., also dimensions of room, net floor area, number of beds, whether private, semi-private or standard and the ministry's official rating only upon the completion of a facility.

Laboratory Services Branch:**23 Statistical Records - Laboratory**

Objective To assess trends in workload as an aid in planning future requirements.
To provide data for annual reports.

MINISTRY OF HEALTH

Institutional Division (cont'd):**Institutional Planning Branch
(cont'd):**

Data are available from 1959.

Accessibility Open file.

Key Alphabetical by location

Size 235

Storage Paper file

Retention Indefinitely

Inspection Branch:**25 Laboratory and Specimen Collection
Centre Inspection Service**

Objective To provide data to monitor the standards maintained in each facility, and to provide an information base for rationalization of the industry.

Content Copies of licences, reports and correspondence concerning the licensing and inspection of hospital and private laboratories, and specimen collection centres.

Data available from December 1972 for laboratories and from June 1974 for specimen collection centres.

Accessibility Except for information contained in the licence itself, which is public information, individual records are confidential and cannot be released without written authorization by the licensee. Requests for anonymized statistical data may be accommodated.

Key Licence Number

Size 665

Storage Paper file

Retention 13 years

**26 Nursing Homes and Homes for
Special Care**

Objective To provide data to monitor the standards for each home, etc.

Content Records, reports and correspondence concerning the licensing of homes, placement and supervision of patients in nursing homes and homes for special care.

File begins from the first year of operation of a nursing home. Earliest data dates back to 1966.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Name and location of home

Size 700

Storage Paper file

Retention Indefinitely

**27 Inspection of Installed Medical
X-Ray Units**

Objective To check if all medical and paramedical X-ray units comply with regulations in Ontario Regulation 721.

To provide a register of all medical X-ray owners in the province.

To provide statistics concerning medical X-ray owners.

Content Information pertaining to inspection of installed medical X-ray units.

Information and correspondence re: installations of x-ray units, overdose of radiation exposure, type of X-ray unit, location and other related matters.

Data are available from 1970.

MINISTRY OF HEALTH

Institutional Division (cont'd):**Inspection Branch (cont'd):**

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Registration number

Size 4,500

Storage Paper file

Retention Indefinitely

Office of the Deputy Minister:**Strategic Research and Manpower Planning Branch:****28 Physician Manpower**

Objective To provide data for:

1. Manpower planning
2. Studying trends in specialization
3. Identifying regional differences and trends
4. Analysis of attrition, immigration, etc.

Content Data on physicians including vitae (e.g. date of birth, sex, etc.) geographical location and specialization. Data are available from 1973 to 1977. The College of Physicians and Surgeons no longer provides the Ministry with the basic tape file but does provide consolidated statistical tabulations reflecting the above factors.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key College of Physicians and

Surgeons licence number

Size 15,000

Storage Magnetic tape

Retention Indefinitely

29 Pharmacist Manpower

Objective To provide data for:

1. Manpower planning
2. Studying trends in specialization
3. Identifying regional differences and trends
4. Analysis of attrition, immigration, etc.

Content Data on pharmacists including date of birth, sex, education, geographical locations, type of practice, major activities and time devoted.

Data are available from 1974.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key College of Pharmacy registration number

Size 5,000

Storage Magnetic tape

Retention Indefinitely

30 Registered Nurses Manpower

Objective To provide data for:

1. Manpower planning
2. Studying trends in specialization
3. Identifying regional differences and trends
4. Analysis of attrition, immigration, etc.

Content Vitae (e.g. date of birth, sex, etc.), education, geographical location, field of activity and position held by all registered nurses. Historical file.

The data are available from 1970.

MINISTRY OF HEALTH

Office of the Deputy Minister
(cont'd):

**Strategic Research and Manpower
Planning Branch (cont'd):**

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key College of Nurses
registration number

Size 90,000 annually

Storage Computer tape

Retention Indefinitely

**31 Registered Nursing Assistant
Manpower**

Objective To provide data for:

1. Manpower planning
2. Identifying regional differences and trends
3. Analysis of attrition, immigration, etc.

Content Vitae (e.g. date of birth, sex, etc.), education, geographical location, field of activity and position held by all registered nursing assistants.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Data are available from 1971.

Key Colleges of Nurses
registration number

Size 30,000 annually

Storage Magnetic tape

Retention Indefinitely

32 Physiotherapist Manpower

Objective To provide data for:

1. Manpower planning
2. Studying trends in specialization
3. Identifying regional differences and trends
4. Analysis of attrition, immigration, etc.

Content Vitae (e.g. date of birth, sex, etc.), education, geographical location, field of activity and position held by all registered physiotherapists.

The data are available from 1974.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Registration number

Size 2,500

Storage Magnetic tape

Retention Indefinitely

Health Programs Division:

Executive Director:

33 Thalidomide Program

Objective To provide data to determine the needs of thalidomide deformed children.

Content A record of financial costs, artificial limbs, treatment for children with thalidomide deformities.

The data are available from 1962.

MINISTRY OF HEALTH

Health Programs Division (cont'd):**Executive Director (cont'd):**

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Name

Size 30

Storage Paper file

Retention Indefinitely

Program Advisory Branch:**34 Surveillance of Congenital Anomalies**

Objective To study physician's notices of births, stillbirths, infant deaths and perinatal deaths in relation to incidence of congenital anomalies by type of anomaly, date of birth, county of residence, and health regions.

To provide a source of information for the National Surveillance of Congenital Anomalies.

Content

1. Infant Death Forms (A) with cause of death, age of infant, etc.
2. Stillbirth Registration Forms (A) with period of gestation, cause of death, etc.
3. Hospital Form 4 (Report of Stillbirth or Neonatal Death), Section 58 Reg. 729, Public Hospitals Acts, RSO 1970 (A).
4. Physicians notice of birth/stillbirth Form I with type of anomaly.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Hospital of death, name

Size 1. 2,000 2. 1,600

3. 1,600

Storage Paper file

Retention Through ensuing calendar year

35 Maternal Mortality (A joint Ministry - O.M.A. Maternal Welfare Committee)

Objective To study all deaths associated with pregnancy in the province.

Content Records of deaths associated with pregnancy; source documents from:

1. Office of the Registrar General;
2. Chief Coroner's Office;
3. Hospitals - Report of maternal death - Form 3, Section 57, Reg. 729, Public Hospitals Act, RSO 1970.

The data are available from 1973; in co-operation with OMA.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Name, date and place of death

Size Approximately 25 cases yearly

Storage Paper file

Retention Indefinitely

MINISTRY OF HEALTH

Health Programs Division (cont'd):**Public Health Branch:****36 Annual Reports - Local Health Units**

Objective To provide data to monitor activities to local health units.

Content Statistics on local health units' activities including services provided and incidence of disease.

The data are available from 1966.

Accessibility Open file.

Key District name and year

Size 43

Storage Paper file

Retention Indefinitely

37 CASH - Computer Assisted School Health

Objective To provide a standardized method of recording and storing individual health status by school, health unit and province.

To show the health status of each school child and his health history in terms of contact with school health services.

To remind public health units of those children with current health problems.

To prepare clinic lists of children in need of service (immunization, vision test, etc.).

Content Health unit, school, parents' Social Insurance Numbers, birth order, surname, given names, immunization history, vision and hearing history, parent's OHIP number, sex, birthdate, birthweight, TB test, health problems.

Data are available from 1969.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key health unit, school, surname, SIN and birth order

Size 25 of 44 Health Units, 678,659 students on file as of November 1979

Storage Magnetic tape

Retention Indefinitely

38 CHARIS - Community Health Activity Resources Information System

Objective Collect and analyze statistics on public health nursing in a uniform manner for local official public health agencies in Ontario.

Provide information for consultation to local official health agencies in Ontario.

Provide the user with accurate, consistent, current reports for local unit, area, provinces.

Content Monthly data for public health nursing activities in 40 health units re:

1. Time by location
2. Number of individual contacts by age and activity
3. Number of group activities by attendance and time.

Nineteen health units use system for other than nurses.

Data are available from 1977.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Area, health unit; function, profession, classification team and sequence number

Size 1,800

Storage Computer file

Retention Indefinitely

MINISTRY OF HEALTH

Health Programs Division (cont'd):

Public Health Branch (cont'd):

39 CAPHIS - Computer Assisted Public Health Inspection

Objective To show the number of inspections undertaken in relation to the number scheduled for each establishment.

To assess the type of workload undertaken within a health unit.

To provide reports on the number of inspections undertaken and the time spent by program and class.

Content Health unit, area number, establishment number, name, date of last recorded and last scheduled inspection, date of next scheduled inspection, inspection status by type of deficiency, time spent.

The data are available from 1970.

Key Health unit, area number, establishment number, unit number

Size 62,000 establishments in 37 of 43 health units

Storage Paper files, magnetic tape

Retention Paper files: annual reports indefinite, monthly reports destroyed at year end
Magnetic tape: indefinitely

40 Dairy Statistics

Objective To enable the Ministry of Health to check on the quality of all milk products sold in Ontario.

Content Sampling statistics on all milk products sold in Ontario.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Name and code number

Size 3,400

Storage Paper file

Retention One year

41 Communicable Diseases

Objective To study the incidence and prevalence of any communicable disease.

Content Records of all cases of some 20 communicable diseases including typhoid, rabies, whooping cough, leprosy, etc.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Names of cases of each disease

Size 100,000

Storage Paper file

Retention 15 years

42 Milk Product Plants

Objective To record the construction and operation for all milk product plants including dairies.

Content Information on all milk product plants in Ontario including location, type of machinery, etc.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Name, alphabetically

Size 210 milk product plants and dairies

Storage Paper file

Retention Permanent (File begins in 1970)

MINISTRY OF HEALTH

Health Programs Division (cont'd):

Public Health Branch (cont'd):

43 Mobile Dental Coaches (10)

Objective To provide data for the annual reports of the Northern Ontario Public Health Services.

Content A report of dental treatment provided for school children in remote northern and eastern areas.

Accessibility Open file.

Key None

Size 2

Storage Paper file

Retention 2 years

44 Ontario Dental Health Index

Objective To provide dental health indices.

To determine the need for dental treatment.

To evaluate public health preventive dental programs.

To determine the caries attack rates.

Content Dental health records of a random sample of Ontario elementary school children conducted biennially.

Accessibility Open file.

Key None

Size 75,000

Storage Magnetic tape

Retention Indefinitely

45 Professional Credentials File

Objective To provide personal and professional information on all public health nurses in Ontario.

Content Personal, academic and professional status information.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Name

Size 5,000-10,000

Storage Paper file

Retention Indefinitely

46 Rabies Surveillance

Objective To monitor the incidence of rabies and the usage of human rabies vaccine.

Content Name of patient and physician, patient age, sex, occupation, treatment date, geographic location, animal species, vaccine history and reaction. For each animal case: animal species, vaccine history, geographic location, date.

Source: Physician requests for vaccine and Federal Department of Agriculture laboratory reports.

Data are available from 1970.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Reference number, year, health unit, surname

Size 16,760 animal cases increasing 1,000 annually and 10,673 human contacts increasing 1,000 annually

Storage Paper file

Retention Indefinitely

MINISTRY OF HEALTH

Health Programs Division (cont'd):

Public Health Branch (cont'd):

47 Slaughter Houses and Meat Processing Plants

Objective To record the construction and operation for all meat plants that are neither Ontario Approved nor Canada Approved.

Content Information on all meat plants that do not have "Approved" status.

The data are available from 1970.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key County, address, name
Size 318 plants
Storage Paper file
Retention Indefinitely

48 Summer Camps (Licences and Inspection Reports)

Objective To provide data for licensing, for planning future programmes and for evaluating the existing licensing programme.

Content

1. Application for a summer camp licence
2. Summer camp inspection reports
3. Summer camp licenses issued.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key File number of summer camp
Size 500
Storage Paper file
Retention 3-5 years

49 Tuberculosis Control

Objective To provide data to study the incidence and prevalence of tuberculosis in Ontario, supply information for research studies, provide statistical data for publication of annual report, "Tuberculosis in Ontario", provide statistical data to Statistics Canada and Ontario Statistics.

To provide case histories of treatment, and records of contacts and recent convertors.

Content Records all new and reactivated cases of tuberculosis in Ontario on an annual basis.

Records all patients on chemotherapy (treatment and prophylaxis).

Accessibility Individual records being confidential, cannot be released. Requests for general statistical data may be accommodated.

Key File number, name
Size 20 computer tuberculosis statistical tables annually, annual print-out of tuberculosis new and reactivated cases. Approximately 1,000 cases, 100,000 case histories
Storage Punch card, permanently recorded on computer master-file Register card, paper file, cardex
Retention Indefinitely in computer located at 15 Overlea Blvd., Toronto
30 years, 24 years in Record Centre, 6 years in office

MINISTRY OF HEALTH

Health Programs Division (cont'd):

Public Health Branch (cont'd):

50 Venereal Disease

Objective To assess the incidence and prevalence of sexually transmitted disease in Ontario.

To maintain a central registry of venereal disease cases in the province.

Content Clinical records and statistics of cases of venereal disease registered, payments to clinics and drugs supplied.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Numeric code (number assigned to each case)

Size 280,670

Storage Paper file, card indexes, cassette tape (the data are keyed onto a cassette tape, and transmitted to a data centre from the V.D. Control Office using the facilities of a Sycor 340 intelligent terminal. The output is returned to an on-location printer which preserves confidentiality).

Retention Throughout the lifetime of the case

51 Public Health Inspection - General

Objective To provide data for:

1. Reference statistics
2. Setting standards for administration of health programme.

Content

1. Reports on inspection of environmental sanitation in industrial and summer camps, schools and all other aspects of public health inspection rendered by Northern Ontario Public Health Services inspectors to unorganized territory not included within the boundaries of a health unit.
2. Reports on subjects of general sanitation on which requests for service of a consultative nature have been made by Health Units located in the Northern Region.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Geographical division

Size 10: 5 public health inspectors - direct service; 5 public health nurses in Northern Ontario - consultative service

Storage Paper file

Retention 3 years

52 Public Health Nursing - Annual Reports

Objective To provide information on the amount of service given.

To identify areas where more services are required.

Content The annual reports of public health nursing activity in the Northern Ontario Public Health Service area. (CHARIS)

Accessibility Open file.

Key names of nurses and their location

Size 8 Public Health nurses - direct services

Storage Paper file

Retention Current year plus four years

MINISTRY OF HEALTH

Health Programs Division (cont'd):**Public Health Branch (cont'd):****53 Public Health Inspection -
N.O.P.H.S.**

Objective To provide data for reference statistics.

Content Reports on inspection of environmental sanitation in industrial and summer camps, schools and all other aspects of public health inspection rendered by N.O.P.H.S. inspectors to unorganized territories not included within the boundaries of a health unit.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Names of inspectors and their locations

Size Five public health inspectors - direct service

Storage Paper file

Retention Current year plus four years

2. Correspondence re legislation, proposed changes, interpretations, implementation etc.

3. Investigations, recommendations, etc. re professional matters re pharmacy, pharmaceutical manufacturers, pharmacology and therapeutics.

4. PARCOST surveys.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Company, product. Name of Act or regulation. PARCOST

Size 2,000

Storage Paper file

Retention 3 years

Information Systems Division:**Data Development and Evaluation
Branch:****55 Ontario In-Patient Data File**

Objective To supply morbidity statistics of all in-patients discharged from private and/or public, acute treatment, chronic care and rehabilitation hospitals in Ontario.

Content Record comprises data from

1. Admission report (106A), giving patient identification and insurance data
2. Discharge report (106D) giving death or discharge information
3. HMRI (Hospital Medical Records Institute) file, giving an abstract of the patient's chart showing sex, birthdate, all diagnoses, procedures, type of therapy, date of admission and discharge, etc. Data are available from 1976.

Drugs and Therapeutics:**54 Drugs and Therapeutics****Objective**

1. To determine the quality, efficacy and economy of drug products available in Ontario.
2. To assume responsibility for the professional component of pharmacy and the PARCOST Program.
3. To provide a resource in the Ministry with expertise in pharmacology and therapeutics.

Content

1. A record of the source of supply, analysis, certification and associated factors for each product processed.

MINISTRY OF HEALTH

Information Systems Division
(cont'd):**Data Development and Evaluation**
Branch (cont'd):

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Hospital, registration number and OHIP number

Size 1.4 million records annually

Storage Magnetic tape

Retention Indefinitely

56 Vital Statistics

Objective To provide mortality and birth data for detailed trend analysis and evaluation in support of health care research, planning and program management.

Content Birth data: date of birth, age of mother, place of occurrence.

Death data: registration number, sex, birthdate, date of death, place of occurrence code, place of residence code, cause of death code, etc.

Source - provisional (most recent year) file from Office of the Registrar-General - official file from Health Division, Statistics Canada.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Registration number
Size Approx. 125,000 birth records annually. Approx. 60,000 death records annually
Storage Magnetic tape
Retention Indefinitely for historical series: Birth records as of 1975, Death records as of 1968

57 Admissions/Separations of
Psychiatric In-Patient Facilities
(Forms 2303-16. 2303-90.10)

Objective To provide senior management personnel in the Ministry of Health with
1. current patient movement data, and
2. data for annual publications.

To supply information for research studies.

To provide Statistics Canada with patient movement data.

To enable other health jurisdictions and international agencies to follow trends in mental health morbidity and mortality.

Content Pertinent variables including source of referral, method of admission, diagnosis, etc. relating to all persons admitted to psychiatric hospitals, psychiatric units of public hospitals, community psychiatric hospitals and other miscellaneous psychiatric facilities. Data are available from 1974.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

MINISTRY OF HEALTH

Information Systems Division
(cont'd):**Data Development and Evaluation**
Branch (cont'd):

Key 1. Source document:
Serial number
Hospital number
Case number

2. Tape:
Serial number
Hospital number
Case number

Size 55,000

Storage Magnetic tape

Retention Indefinitely

To enable other health jurisdictions and international agencies to follow trends in mental health morbidity and mortality.

Content Pertinent variables including diagnosis, method of admission, etc, related to all patients in psychiatric hospitals as at March 31.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

58 Annual Return of Health Care
Facilities - Hospitals - Part One

Objective To produce the annual statistical publication Hospital Statistics - Public, Private and Federal Hospitals.

To provide data for special studies and planning purposes.

Content data on hospital utilization and personnel. The data are available from 1964.

Accessibility Open file.

Key Location and name of hospital or its code number

Size 300 per year

Storage Paper file, magnetic tape, microfilm

Retention Indefinitely

Key Hospital number, case-book number

Size 10 hospitals, about 4,500 patients

Storage Magnetic tape

Retention Indefinitely

60 Daily Census Summary

Objective To provide data to calculate occupancy rates.

To check periods of high admissions and discharges.

To be used for various surveys.

Content Data on the daily admissions, discharges and deaths and patient days by type of service.

Accessibility Open file.

59 Census Data Sheet (RE: Patients on the Books and Persons in Residential Units, Psychiatric Hospitals)

Objective To provide senior management personnel in the Ministry of Health with (1) data for annual publications and (2) data for research studies.

Key Location and name of hospital

Size 390/month

Storage Paper file

Retention 5 years

MINISTRY OF HEALTH

Information Systems Division
(cont'd):

Data Development and Evaluation
Branch (cont'd):

61 In-Residence Report

Objective To provide data for purposes of future studies for bed needs.

Content Data on the patients in hospital at midnight on March 31 including number of patients in hospital (not active treatment) at a point of time, their residence, age, sex, diagnosis for long term units and hospitals only.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Location and name of hospital

Size 135 hospitals reporting

Storage Paper file

Retention 5 years

62 Therapeutic Abortions

Objective To prepare monthly reports on the total therapeutic abortions performed in Ontario to forward to Statistics Canada.

Content Data on therapeutic abortions performed in Ontario.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Location and name of hospital

Size 1 report from each of 108 hospitals, per month

Storage Paper file, magnetic tape - 4 years (1975-78, part of 1974)

Retention Paper file, 2 years; magnetic tape, 10 years

Addiction Research Foundation:

Clinical Institute:

63 Patient Records

Objective To provide data on the characteristics of patients, on the services rendered by the Foundation, and on patient movement.

Content Demographic, medical and socio-behavioural information on patients and patient-related events, i.e., admission, interviews, discharge.

Accessibility Individual records being confidential cannot be released, except as provided under the Public Hospitals Act and/or the Mental Health Act. Requests for anonymized statistical data may be accommodated.

Key Patient number

Size 50,000 plus

Storage Paper file, some data elements on magnetic tape

Retention As provided under the Public Hospitals Act

Division of Social & Biological Studies:

64 Various Ad Hoc Research Surveys

Objective To provide data for epidemiological research to determine the extent, quantity, frequency, mode and consequences of the use of alcohol and other psychoactive drugs in Ontario.

Content Surveys on:

1. Alcoholism prevalence
2. Chronic drunkenness
3. Alcohol buying habits
4. Alcohol and traffic accidents
5. Medical prescription drugs
6. Non-medical drug use by secondary school students
7. Mortality of alcoholics
8. Alcohol and drug-related morbidity
9. Alcohol and drug-related treatment services

MINISTRY OF HEALTH

Addiction Research Foundation
(cont'd):**Division of Social and Biological
Studies** (cont'd):

Data are available from 1949.

Results of these surveys are published as ARF special reports, such as working papers or sub-studies, and as professional papers in scientific journals.

Accessibility Individual records being confidential cannot be released. Requests for anonymized statistical data may be accommodated.

Key Project, name or characteristic

Size Average about 6,000

Storage Paper file, punch card, computer tape, photocopy, microfiche

Retention Indefinitely

MINISTRY OF HOUSING

Plans Administration Division:**Operations Control Branch:****01 Land Development Consent System**

Objective To monitor activity concerning applications and approvals for land severance development.

Content The consent information sheets are completed by the approval authorities throughout the province (LDC, C of A, Ministry). Data are coded from consent applications. The master file contains coded data by municipality for each consent application. Data included are: number type and type of application, the type of land use, decision, size of parcel, type of servicing and so on.

Consent information reports which consist of ten reports (includes summary and a number of comparison reports) are produced quarterly.

Accessibility Open file.
Address enquiries to Cyndy Love, telephone 965-6418.

Key Approval Authority, Region, County, municipality, application number

Size Master 10,305 increases quarterly

Storage Tape

Retention Ten generations of tape data always available, master file retained

02 Land Development Information System

Objective To monitor activity concerning applications and approvals for subdivision development.

Content The master file contains coded data by municipality for each subdivision plan as it goes through stages in the approval process. Data included are: number of lots, date of submission, date of draft approval, date of final approval, area, negotiation date and numbers, etc.

Monthly Activity file printouts are produced which show progress on existing projects and new projects.

An "on demand" reporting facility is used to produce summary data showing those applications that have completed the process and are either fully approved or otherwise concluded.

Data are available from 1968.

Accessibility Open file.
Address enquiries to Mr. W. Dew, telephone 965-6418.

Key Region, county, municipality, application number, application status (Master file)

Size 45,000 (approx); increasing monthly

Storage Magnetic tape, paper file, tabulations and maps

Retention 5 years by Ministry; indefinitely by Archivist

Policy and Program Development Secretariat:**Management Planning and Evaluation Branch:****03 Rent Survey, August 1976**

Objective Policy review of Rent Review Act. Statistical analysis.

MINISTRY OF HOUSING

**Policy and Program Development
Secretariat (cont'd):****Management Planning and Evaluation
Branch (cont'd):**

Content Sample survey data of renters in 8 Ontario cities: Toronto, Kingston, London, Ottawa, St. Catharines, Sault Ste. Marie, Sudbury, Thunder Bay. Data on rents paid, rent increased, description of dwelling unit and tenant perception of quality of services.

Accessibility Open file.
Address enquiries to Manager, Surveys and Statistical Analysis, telephone 965-7025.

Key Municipality
Size 7,000 (approx.)
Storage Magnetic tape
Retention Indefinitely

04 Rent Survey, September 1977

Objective Policy review of Rent Review Act. Statistical analysis.

Content Sample survey data of renters in 8 Ontario cities: Toronto, London, Hamilton, Ottawa, Kingston, Sault Ste. Marie, Sudbury, Thunder Bay. Data on rents paid, rent increases, description of dwelling unit and tenant perception of quality of services.

Accessibility Open file.
Address enquiries to Manager, Surveys and Statistical Analysis, telephone 965-7025.

Key Municipality
Size 5,000 (approx.)
Storage Magnetic tape
Retention Indefinitely

05 Rent Survey, October 1978

Objective Policy review of Rent Review Act. Statistical analysis.

Content Sample survey data of renters in 8 Ontario cities: Toronto, London, Hamilton, Ottawa, Kingston, Sault Ste. Marie, Sudbury, Thunder Bay. Data on rents paid, rent increases, description of dwelling unit and tenant perception of quality of maintenance and services.

Accessibility Open file.
Address enquiries to Manager, Surveys and Statistical Analysis, telephone 965-7025.

Key Municipality
Size 5,000
Storage Magnetic tape
Retention Indefinitely

06 Rent Survey, Ontario 1979

Objective Policy review of Rent Review Act. Statistical analysis.

Content Sample survey data of renters in 7 Ontario cities: Toronto, London, Hamilton, Windsor, Ottawa, Thunder Bay and Sudbury. Data on rents paid, rent increases, description of dwelling unit and tenant perception of quality of maintenance and services.

Accessibility Open file.
Address enquiries to Manager, Surveys and Statistical Analysis, telephone 965-7025.

Key Municipality
Size 5,000
Storage Magnetic tape
Retention Indefinitely

MINISTRY OF INDUSTRY AND TOURISM

Policy and Priorities Division:

03 Foreign Market Profiles

Program Planning and Analysis Branch:

01 Commodity Profiles

Objective To provide market profiles of products manufactured in Ontario primarily in response to specific requests.

Content Information on domestic production, imports, prices, competition, demand and supply, trade constraints, etc.

Accessibility Open file.
Address enquiries to Market Research Section, telephone 965-4347.

Key Commodity

Size One master per report

Storage Paper files

Retention Until updated

02 Doing Business in Ontario, Canada

Objective To provide data for guidance of potential industrial investors.

Content Data on business climate, business organization, labour, taxes, Canadian custom duties, government assistance to industry and general information.

Accessibility Open file.
Address enquiries to Market Research Section, telephone 965-4347.

Key Not available

Size 20,000

Storage Publication

Retention Until updated

Objective To provide research on foreign markets; studies available in 1979 on following countries:

Afghanistan, Argentina, Austria, Australia, Bahamas, Bahrain, Barbados, Belgium-Luxembourg, Bermuda, Bolivia, Brazil, Bulgaria, Cameroon, Chile, Colombia, Costa Rica, Cuba, Cyprus, Czechoslovakia, Denmark, Dominican Republic, East Germany, Ecuador, Egypt, El Salvador, Ethiopia, Fiji, Finland, France, Ghana, Greece, Guatemala, Haiti, Honduras, Hong Kong, Hungary, India, Indonesia, Iran, Iraq, Ireland, Israel, Italy, Jamaica, Japan, Jordan, Kenya, Kuwait, Lebanon, Libya, Malaysia, Malta, Mexico, Morocco, The Netherlands, Netherlands-Antilles, New Zealand, Nicaragua, Nigeria, Pakistan, Papua, Paraguay, People's Republic of China, Peru, Philippines, Poland, Puerto Rico, Qatar, Romania, Saudi Arabia, Singapore, South Africa, South Korea, Somalia, Spain, Sri Lanka, Sudan, Surinam, Sweden, Switzerland, Syria, Taiwan, Tanzania, Thailand, Trinidad-Tobago, Turkey, United Kingdom, U.A. Emirates, U.S. Virgin Islands, U.S.S.R., Uruguay, Venezuela, West Germany, Windward-Leeward Islands, Yemen P.D.R., Yugoslavia, Zaire.

Content Economic background including structure of the economy, foreign trade, Canadian trade, economic and trade policy, Ontario domestic exports, Canadian imports and opportunities for Ontario exports.

Accessibility Open file.
Address enquiries to Market Research Section, telephone 965-4347.

MINISTRY OF INDUSTRY AND TOURISM

Policy and Priorities Division
(cont'd):

Key Year
Size 3,000
Storage Publication
Retention Updated annually

Program Planning and Analysis Branch
(cont'd):

Key Country
Size One master per country
Storage Paper files
Retention Until updated

Industry Division:

Industry Support Services:

06 The Market Place

Objective To provide specific information to approx. 9,000 Ontario manufacturers in the form of a monthly bulletin.

Content Information on: merger and acquisitions, joint ventures, products and processes, inventions, production facilities, contracts, agents and distributors, energy opportunities.

Accessibility Open file.
Address enquiries to Industry Support Services, telephone 965-7972.

Key Manufacturing - Merger and Acquisition, Joint Ventures, Products and Processes, Inventions, Production Facilities, Contracts Available, Agents and Distributors, Energy Opportunities
Size 9,000 records per year
Storage Paper file
Retention Indefinitely

04 Ontario Industry and Trade Statistics

Objective To provide brief summary of the economy and trade of Ontario

Content Data on Ontario's economy and trade:

- Population
- Labour force
- Gross Provincial Product
- Agricultural production
- Mineral production
- Manufacturing production
- Construction
- Exports

Accessibility Open file.
Address enquiries to Market Research Section, telephone 965-4347.

Key Year
Size 15,000
Storage Publication
Retention Until updated

05 Ontario Exports and Imports by Countries, Commodities and Industries

Objective To review Ontario's trade performance.

Content Description of Ontario's trade with principal market areas, by commodity groups, and by industrial sectors.

Accessibility Open file.
Address enquiries to Market Research Section, telephone 965-4347.

07 Municipal Profiles

Objective To provide community data for industrial location studies.

Content Data on population, employment, transportation, and tax data together with information concerning services, industrial land, existing manufacturing within the municipality.

MINISTRY OF INDUSTRY AND TOURISM

Industry Division (cont'd):**Industry Support Services (cont'd):**

Accessibility Open file.
Address enquiries to Industry
Support Services, telephone
965-7972.

Key Municipal profiles,
employment, transportation, tax
data, services, manufacturing,
community data, industrial
location

Size 255 profiles

Storage Paper file

Retention Indefinitely

Tourism Division:**Tourism Marketing Branch:****08 Ontario Recreation Survey (ORS)
1973-74**

Objective To provide tourism and
recreation demand and
participation data for residents
of Ontario for input to Ministry
programs.

Content Data on activity
participation, recreation trips,
free time use, activity and trip
preference and demographics.

Accessibility Open file.
Address enquiries to Mr. K.
Kaczanowski, Tourism Market
Analysis Section, telephone
965-5725.

Key Interview number, record
number

Size (10,232 x 26) 80-Byte
records

Storage Magnetic tape

Retention Indefinitely

**09 Travel Survey of Ontario
Households 1976 and 1977**

Objective To provide domestic
tourism data on the regional
travel expenditures and travel
patterns of Ontario residents.

Content Data on the number and
type of person-trips,
destination, type and amount of
expenditure and demographics.

Accessibility Open file.
Address enquiries to Mr. K.
Kaczanowski, Tourism Market
Analysis Section, telephone
965-5725.

Key Interview number, month
Size (15,093 x 3) 80-Byte
records

Storage Computer cards and
magnetic tape

Retention Indefinitely

**10 Tourism Statistical Handbook,
1979**

Objective To provide annual
statistics for key tourism
indicators.

Content Information on visitor
expenditure, travel habits,
characteristics; provincial park
and historic site attendance;
supply, demand and employment in
selected sectors of the tourist
industry; seasonal residences;
selected items pertaining to
recreational activities; and
expenditures on tourist
promotion.

Accessibility Open file.
Address enquiries to Mr. K.
Kaczanowski, Tourism Market
Analysis Section, telephone
965-5725.

Key Not available

Size Not available

Storage Not available

Retention Indefinitely

MINISTRY OF INDUSTRY AND TOURISM

Tourism Division (cont'd):

Tourism Marketing Branch (cont'd):

11 U.S. Auto Exit Survey 1973-74

Objective To provide data on
U.S. visitors to Ontario by
automobile.

Content Data on activity
participation, reason for trip,
length of stay, accommodation,
expenditures and demographics.

Accessibility Open file.
Address enquiries to Mr. K.
Kaczanowski, Tourism Market
Analysis Section, telephone
965-5725.

Key Interview number

Size (8,700 x 9) 80-Byte records

Storage Magnetic tape

Retention Indefinitely

MINISTRY OF LABOUR

Research Branch (cont'd):

Key Industry, employer, union and location

Size 500-600 settlements per year (since 1969)

Storage Paper file

Retention Indefinitely

04 Conciliation and Mediation Services Labour Relations Act

Objective To compile statistical data on the activities of the Conciliation Services Branch in dealing with collective bargaining disputes, to show the Branch's workload, and method of disposition, and processing time.

Content A record of the unions and employers making application for conciliation and mediation services; status of the agreements; issues in dispute; and work stoppages.

Accessibility Open file.

Address enquiries to Mr. Robert W. Martin, Head, Statistical Unit, telephone 965-6101.

Key Name and location of employer and union

Size 3,000 records per year (since 1944)

Storage Paper file

Retention Indefinitely

05 Fatal Accidents in Ontario Construction 1964 -1977

Objective To analyze trends in, and cause of, violent deaths on construction sites during the 13-year period.

Content Occupation, age, location of accident, date and time of accident and type of construction project. Other information to be added includes type of accident responsibility for accident, and violation of construction safety laws. The data are taken from the accident investigation files of the Construction Safety Branch.

Accessibility Open file.

Address enquiries to Mr. Robert W. Martin, Head, Statistical Unit, telephone 965-6101.

Key Year and fatality number

Size 639 cases

Storage Key punch cards

Retention Indefinitely

06 Negotiated Hours, Wages and Related Payments in the Ontario Construction Industry

Objective To provide basic wage rates and fringe benefits established by collective agreements in the construction industry.

Content Construction agreements are coded for the provisions of straight time hourly wage rates; employer payments for vacations, health and welfare, pensions, supplementary unemployment benefits, and special funds; daily and weekly hours paid at straight-time rate; daily, Saturday, Sunday and holiday overtime rates; and shift premium for 32 occupations in 36 cities. A summary of the data was published in September, 1979 under the title "Hours, Wages and Related Payments in the Ontario Construction Industry 1979".

MINISTRY OF LABOUR

Research Branch (cont'd):

Accessibility Open file.
Address enquiries to Mr. Robert W. Martin, Head, Statistical Unit, telephone 965-6101.

Key Agreement identification number

Size 100 agreements

Storage Computer tape for the file, printouts, aggregated tables and publication

Retention Indefinitely

Accessibility Open file.
Address enquiries to Mr. Robert W. Martin, Head, Statistical Unit, telephone 965-6101.

Key Union, SIC, and CMC codes

Size 200 unions and 3,000 locals operating in Ontario, since 1962.

Storage Paper file, computer printout and tapes

Retention Indefinitely

07 Strikes and Lockouts in Ontario

Objective To provide data on the extent of work stoppages in the settlement of labour disputes under Ontario jurisdiction.

Content Individual work stoppage by industry, employer name, location, union name, number of workers involved, duration of the strike, man-days lost, and the status of the agreement. Data are available since 1958.

Accessibility Open file.
Address enquiries to Mr. Robert W. Martin, Head, Statistical Unit, telephone 965-6101.

Key Employer name, union and starting date of work stoppages

Size 200 - 300 strikes per year

Storage Paper file

Retention Indefinitely

08 Union Membership in Ontario 1962 -1977

Objective To provide information on the extent and growth of union membership in Ontario.

Content Membership by union, affiliation, industry, size, women members and geographic location. Annual changes in union membership.

09 Wage Developments in Collective Bargaining Settlements in Ontario

Objective To provide information on a quarterly basis of changes in base wage rates established by collective bargaining settlements.

Content Statistical descriptions of changes in base wages established by collective bargaining settlements covering 200 employees or more. Thirteen tables indicate the number of employees affected by settlements, the average annual per cent and cents per hour increase for all agreements, and separately, for those with cost-of-living clauses and for those without such clauses.

Accessibility Open file.
Address enquiries to Mr. Robert W. Martin, Head, Statistical Unit, telephone 965-6101.

Key Industry and term of agreement

Size 500-600 settlements per year, since 1971

Storage Computer tapes and printouts

Retention Indefinitely

MINISTRY OF LABOUR

Women's Bureau:**10 Women in the Labour Force: Basic Facts**

Objective To present information on the participation of women in the Ontario labour force. The main data sources are the Labour Force Survey and the Consumer Finance Survey of Statistics Canada. Publication is updated every two years.

Content Analysis of Ontario women's workforce participation including information on: part-time work; unemployment; effect of age, marital status; children, education and training; earnings; occupations and industry.

Accessibility Open file.
Address enquiries to Ms. Lesley Lewis, telephone 965-1537.

Key Not available
Size Not available
Storage Publication
Retention Indefinitely

11 Women in the Labour Force: Education

Objective To present information on the educational status of women in Ontario and to monitor changes in enrolment of students in various programs. The main data sources are Statistics Canada and the Ontario Ministry of Colleges and Universities. Publication is updated every 3 years.

Content Includes enrolment figures for women in universities and community colleges analysed according to level of study, field of study and traditional versus non-traditional program areas. Also relates educational attainment to labour force participation.

Accessibility Open file.
Address enquiries to Ms. Lesley Lewis, telephone 965-1537.

Key Not available
Size Not available
Storage Publication
Retention Indefinitely

12 Women in the Labour Force: Labour Unions

Objective To present information on the participation of women in labour unions in Ontario. The main data source is the CALURA statistics from Statistics Canada. Publication is updated every 2 years.

Content Analysis of women's union participation by type of labour organization, industry and union composition. Some historical material is included related to overall female workforce. Identifies percentage of union board members who are women.

Accessibility Open file.
Address enquiries to Ms. Lesley Lewis, telephone 965-1537.

Key Not available
Size Not available
Storage Publication
Retention Indefinitely

MINISTRY OF NATURAL RESOURCES

Aviation and Fire Management Centre:**01 Weather Record** (Ref.: Old form FC38, new 221)

Objective To provide data for correlating events such as growth or lack of growth of trees to measurable weather parameters and dryness of fuels and fire behaviour to measurable weather parameters.

Content Records containing 30 daily observations of precipitation, temperature, relative humidity, wind speed and computation of a fire danger rating.

Accessibility Open file.
Address enquiries to the director of the relevant regional office.

Key None
Size 900
Storage Paper file
Retention Indefinitely

Personnel Services Branch:**03 Annual Report of Workmen's Compensation and Motor Vehicle Collision Costs - 1975 - 1976**

Objective To determine areas where attention must be centered to control hazardous injury potential situations.

Content Record of injuries and illnesses reported to the Workmen's Compensation Board consisting of a compilation of the types, causes and costs and frequency of occurrences.

Accessibility Open file.
Address enquiries to Mr J.M. Hastings, Supervisor, Safety Program Development Section, telephone 965-2735.

Key None
Size 200
Storage Paper file
Retention 3 years

Finance and Administration Group:**Financial Services Branch:****02 Sale of Licences (Fish and Wildlife)**

Objective To provide data to indicate the number of hunters and fishermen both resident and non-resident in the province and the increase or decrease of this activity.

Content Data on the quantities of licences sold and revenues derived by licence type reported annually.

Accessibility Open file.
Address enquiries to Mr. A.C. Goddard, Director, telephone 965-2761.

Key Name of licence type
Size 25,000
Storage Paper file, data accumulated in ledger
Retention 5 years

Lands and Waters Group:**Conservation Authorities and Water Management Branch:****04 Annual Statistical Summaries for the Conservation Authorities**

Objective To compile annual abbreviated summaries for the Conservation Authorities based on Annual Statistical Reports.

Content Total abbreviated summaries for land acquisition and total land holdings, water and related land management, conservation and recreation programs and financial summaries.

Accessibility Open file. Address enquiries to Mr. S.A. Mathewson, Land Use Manager and Planner, telephone 965-6275.

MINISTRY OF NATURAL RESOURCES

Lands and Waters Group (cont'd):**Conservation Authorities and Water Management Branch (cont'd):**

Key Alphabetical order
Size Annual abbreviated summaries for the Conservation Authorities since 1973
Storage Paper file
Retention Indefinitely

Accessibility Open file.

Address enquiries to Mr. J. Featherston, Parks and Recreation Co-ordinator, Central Region, Conservation Authority, telephone 884-9203.

Key Conservation area, date

Size 29,000 cases

Storage Magnetic tape

Retention Limited annual update

05 Annual Statistical Reports for the Conservation Authorities

Objective To evaluate the activities of the Conservation Authorities for annual abbreviated summaries.

Content Data on land acquisition and total land holdings, water and related land management, conservation and recreation programs and financial summary.

Accessibility Open file.

Address enquiries to Mr. S.A. Mathewson, Land Use Manager and Planner, telephone 965-6275.

Key Alphabetical order

Size Statistical reports for Conservation Authorities since 1973

Storage Paper file

Retention Indefinitely

Engineering Services Branch:**07 Water Level Records (at Dam Sites)**

Objective To provide records of the history of water levels on selected lakes and rivers and data to calculate flow records for use in water resources planning, development and management.

Content Water level records of lakes taken at many dams operated by the Ministry.

Accessibility Open file.

Address enquiries to the relevant regional office.

Key None

Size 50

Storage Paper file, graphs

Retention To be determined

06 Central Region Conservation Authority Survey of Origins and Destinations

Objective To determine the recreational travel behaviour of users of conservation areas in the Central Region, and the degree of non-resident use by watershed.

Content Identity of destination, conservation area, origin of user, number in party, date of contact.

Lands Administration Branch:**08 Beach Protection Act Licence**

Objective To provide a continuous record of sand and gravel removed under licence from a specific parcel of ground or area of land under water.

Content History of property, maps, photographs and data on amounts of material removed with accounting of royalty payments per cubic yard.

MINISTRY OF NATURAL RESOURCES

Lands and Waters Group (cont'd):

Key Legal description of land
Size Over 1,000,000 entries
Storage Paper file
Retention Indefinitely

Lands Administration Branch (cont'd):

Accessibility Open file.
 Address enquiries to Mr. J.C.
 Smith, Supervisor, Mining Lands
 Section, telephone 965-1380.

Key Numerical code
Size Not stated
Storage Paper file
Retention To be determined

11 Quarry Permit

Objective To provide a
 continuous record of sand and
 gravel removed under permit from
 a specific parcel of ground.

Content Data on the amounts of
 material removed from specific
 parcels of ground under
 authority of quarry permit with
 accounting of royalty payments
 per cubic yard.

Accessibility Open file.
 Address enquiries to J.C. Smith,
 Supervisor, Mining Lands
 Section, telephone 965-1380.

Key Numerical code
Size Not stated
Storage Paper file
Retention 20 years depending on
 location of land involved

09 Mining Acreage Tax and Rent Roll

Objective To maintain a roll of
 all mining rights liable for the
 acreage tax and rentals levied
 under The Mining Act.

Content Complete list of all
 alienated mining lands formerly
 and currently included in the
 roll.

Accessibility Open file.
 Address enquiries to Mr. J.C.
 Smith, Supervisor, Mining Lands
 Section, telephone 965-1380.

Key Legal description of land
Size 40,000 records
Storage Card index
Retention Indefinitely

Surveys and Mapping Branch:**12 Ontario Map Catalogue**

Objective To inform map users of
 the availability of various maps
 produced by all ministries and
 agencies of the Ontario
 Government.

Content Listing of maps showing
 subject, title, area scale, area
 covered, date and publishing
 agency. These data are used to
 produce the Ontario Map
 Catalogue.

Accessibility Open file.
 Address enquiries to Mr. J.G.
 Pound, Supervisor, Cartography
 Section, telephone 965-4743.

10 Patent Records

Objective To maintain a complete
 listing of all land parcels
 alienated by the Crown under
 patent, lease or licence of
 occupation.

Content Indexes, reference
 material and maps cataloguing
 all land dispositions under the
 above headings.

Accessibility Open file.
 Address enquiries to Mr. R.E.
 Dixon, Patent Records Officer,
 Titles Section, telephone
 965-1319.

MINISTRY OF NATURAL RESOURCES

Lands and Waters Group (cont'd):**Surveys and Mapping Branch (cont'd)**

Key Subject, map number,
location and publishing agency.
Size 1,000 listings (approx.)
Storage Punch card, computer
printout
Retention Until bi-annual update

Content Reports on the results
of prospecting of mining claims
(unpatented and patented) by
private companies and
individuals as required by The
Mining Act, Mineral Exploration
Assistance Program, Ontario
Securities Commission and
voluntary information submitted
from resident geologists'
offices and mining companies.

Mineral Resources Group :**Mineral Resources Branch :****13 Ontario Survey of Mining
Operations, Mills/Concentrators
and Smelter/Refineries**

Objective To provide information
on mineral industries in Ontario
for use in analysis of mining
economy and technology.

Content Data on mineral
properties, ore reserves,
outputs, plant expansions,
equipment added, lateral
development, diamond drilling,
employment and company
officials.

Accessibility Open file and
restricted file. Address
enquiries to Supervisor, Mineral
Statistics Section, telephone
965-1016.

Key Mine name, location,
commodity
Size 100
Storage Paper file
Retention Indefinitely

Accessibility Open file.

Address enquiries to Mr. R.C.
Owen, Geo-Services Section,
telephone 965-6139 or 965-2409.

Key Numerical code
Size 30,000
Storage Paper file
Retention Indefinitely

15 Mineral Deposit Records

Objective To provide
geoscientists, management and
industry with concise,
rapid-retrievable information on
mineral deposits.

Content For individual deposits
and mineral occurrences,
information on location, geology
and mineralization, economic
features such as reserves and
production, history of
development and ownership and
references to reports and maps.

Accessibility Open file.
Address enquiries to Mr. R.
Owen, Exploration Data
Depository Officer, Geoscience
Data Centre, telephone 965-6139.

Ontario Geological Survey**14 Assessment Work (on Mining
Claims) and Work Filed "Not for
Assessment Credit"**

Objective To provide data for
the preparation of compilation
reports and maps for exploration
uses and provide a library of
unpublished geological
information for public and
ministry use.

MINISTRY OF NATURAL RESOURCES

Mineral Resources Group (cont'd):

Content Third copies of
Commercial Fishing Licence,
Licence to Preserve Bait-Fish
and Bait-Fish Dealer's Licence.

Ontario Geological Survey (cont'd):

Key Manual files are filed
geographically by territorial
districts and geographic
townships

Size Under development

Manual files: present size
5,000, ultimate size approx.
10,000

Computer based files: present
size 1,000 deposits

Storage Paper file, magnetic
tape

Retention Indefinitely

Accessibility Open file.

Address enquiries to George
Whitney, Manager, Clients
Services Section, telephone
965-7887.

Key Licence number

Size 4,000/year

Storage Paper file

Retention 5 years

Outdoor Recreation Group:**Fisheries Branch:****16 Commercial Fisheries (Equipment, Boats and Shore Installations)**

Objective To provide data for
commercial fish economic survey.

Content Data on equipment, boats
and shore installations of
commercial fisheries.

Accessibility Open file.

Address enquiries to Mr. George
Whitney, Manager, Clients
Services Section, telephone
965-7887.

Key Equipment

Size 2,000

Storage Magnetic tape, 1967 to
present

Retention Not determined

18 Commercial Fishing Licence Record

Books (Ref.: Schedule number
0345)

Objective To provide historical
and up-to-date information on
licensing activities across the
province.

Content Record books listing
licence information on an area
basis.

Accessibility Open file.

Address enquiries to George
Whitney, Manager, Clients
Services Section, telephone
965-7887.

Key Licence area

Size 4 ledgers and 7 binders

Storage Paper file

Retention 20 years plus transfer
to archives

17 Commercial Fishing Licence

Copies, Forms CF 96, CF 69 and CF
68 (Ref.: Schedule numbers 0332
and 0338)

Objective To provide management
with information on the
commercial fishing industry and
to verify the issue of a
licence.

19 Fish Culture Production and Costing System

Objective To provide a summary
of stock on hand each month for
the purpose of allocation and
distribution of stocks to
various districts.

To provide indicators of
relative production efficiency.

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group (cont'd):**Fisheries Branch (cont'd):**

To provide data for the preparation of a production cost analysis.

Content A monthly inventory of each lot of fish in each hatchery including number, weight and size of fish, amount of food fed and mortality.

Accessibility Open file.
Address enquiries to Ms Elaine Young, Fish Culture Systems Specialist, telephone 965-7887.

Key Name of hatchery, lot code number

Size Not stated

Storage Data base

Retention Not decided, probably 2-3 years

20 Fish Stocking Records

Objective To provide data for the preparation of the annual fish distribution report and for purposes of management and evaluation of stocking success.

Content A record of all lakes and streams currently stocked with hatchery reared fish.

Accessibility Open file.
Address enquiries to Ms E. Young, Fish Culture Systems Specialist, telephone 965-7887.

Key Waters stocked, species, hatchery

Size Not recorded

Storage Paper file- being converted to data base for current years

Retention 20 years

21 Lake Survey Summary Aquatic Habitat Inventory (Ref: Old form SF 133, New 1422)

Objective To provide information on the ecological characteristics of lakes as an aid to management and planning.

Content A collection of physical, chemical and biological data of lakes in Ontario.

Accessibility Open file.
Address enquiries to Mr. D.P. Dodge, Supervisor, Environmental Dynamics, telephone 965-7887.

Key Lake name

Size 7,000, increases by 800 annually

Storage Magnetic tape

Retention Indefinitely

22 Lake Record Cards - Commercial Fisheries (Ref.: Schedule number 0341)

Objective To document the number of licences issued for each inland lake and to provide historical information on fishing activity on these lakes.

Content Cards showing lake name and location, licensee names, licence numbers and gear licensed each year.

Accessibility Open file.
Address enquiries to George Whitney, Manager, Clients' Services Section, telephone 965-7887.

Key Lake name

Size 1,000 cards (approx.)

Storage Card file

Retention 15 years after each card is superseded

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group (cont'd):

Parks and Recreation Areas Branch:

Fisheries Branch (cont'd):

25 Ontario Provincial Park Statistics

23 Licence and Catch Report Record Cards (Schedule number 0340)

Objective To verify licensing and the receipt of fishing reports.

Content Electrofile cards showing licensee's name, licence number, type of gear, fishing location and whether reports have been received.

Accessibility Open file.
Address enquiries to George Whitney, Manager, Clients' Services Section, telephone 965-7887.

Key Licensee name

Size 1,200 cards

Storage Cards in electrofile

Retention 10 years after each card is superseded

Objective To provide data on provincial park use.

Content Generally, the statistics are presented as a total for provincial parks, then broken down into regions and individual parks.

1. Park statistics including: area in acres, number of campsites, campsites occupied, percentage of occupancy broken down by week.
2. Park user statistics for campers including: number of vehicles, daily vehicle permits, annual vehicle permits, campsite permits, additional vehicle permits, campers, camper nights, average length of stay, average party size, camper origin, camper group type, age distribution, camper participation, visitor services contacts.
3. Park user statistics for day visitors including: number of visitors, day visitor group type, age distribution, participation in activities.
4. Interior park user statistics including: number of interior permits, campers, camper nights and watercraft.
5. Park winter use user statistics and winter use activities.
6. Wild river parks and nature reserves: acreage
7. Park properties list and acreage, other than provincial parks.
8. Ontario Park's Commission Statistics.

24 Stream Survey Summary Aquatic Habitat Inventory

Objective To provide information on the ecological characteristics of streams as an aid to management and planning.

Content A collection of physical, chemical and biological data on streams in Ontario.

Accessibility Open file.
Address enquiries to Dr. D.P. Dodge, Supervisor, Environmental Dynamics Section, telephone 965-7887.

Key Stream name, station number

Size 1,600

Storage Paper file

Retention Indefinitely

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group (cont'd):**Parks and Recreation Areas Branch
(cont'd):**

Accessibility Open file.
Address enquiries to Manager,
Operations, telephone 965-2745.

Key Ontario Provincial Park
Statistics, park or region name

Size 126 provincial parks

Storage Paper file

Retention Indefinitely

**26 Ontario Provincial Parks
Enforcement Statistics**

Objective To provide data on the occurrences of rowdyism in provincial parks.

Content The weekly summary of enforcement statistics are calculated for each park. Information includes: number of rowdyism occurrences, number of people involved, number of verbal warnings, number of persons evicted, number of charges laid, number of rowdyism complaints, MNR man-days on enforcement, and Ontario Provincial Police man-days on enforcement.

Accessibility Open file.
Address enquiries to Mr. D. Barrow, Operations officer, telephone 965-2745.

Key Park or region name
Size 126 provincial parks
Storage Paper file
Retention Indefinitely

**27 Ontario Recreation Supply
Inventory**

Objective To develop and maintain a comprehensive inventory of recreational facilities and resources within the province, as well as estimates of the recreational opportunities that these facilities and resources provide.

Content Detailed questionnaire data on physical description, fee schedules, ownership, type of use, and associated amenities of facilities for 18 major outdoor recreation activities such as camping, boating and trail activities, as well as for commercial accommodation, for Ontario south of French-Mattawa Rivers.

Accessibility Open file.
Address enquiries to the appropriate regional and district offices in southern Ontario.

Key County, township and administrative unit number
Size 50,000 questionnaires (15,000 administrative units)
Storage Magnetic tape; Mark IV File Management System
Retention Indefinitely, with annual updating.

**28 Ontario Recreation Survey,
1973-1974**

Objective To provide data on the tourism and recreational behaviour of Ontario residents for the use of developing or evaluating the Outdoor Recreation program; to provide the integrated data base required for the detailed analysis of the complexities of tourism and recreational behaviour.

Content Over 1,000 data variables on participation in up to 73 different activities, recreational trips, the use of free time, preferences for activities and trips, and demographic characteristics.

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group (cont'd):**Parks and Recreation Areas Branch
(cont'd):**

Accessibility Open file. Access by the public is obtained through the Institute of Behavioural Research, York University, or Leisure Studies Data Bank, University of Waterloo.

Key Recreation participation, activity.

Size 10,232 cases x 2080 bytes

Storage Magnetic tape

Retention Indefinitely.

29 Park Cost Study 1975-1976

Objective To provide data on provincial park costs.

Content Record of park operating and maintenance costs. Analysis of park cost data.

Accessibility Open file.
Address enquiries to Manager, Operations, telephone 965-5661.

Key Park name

Size 65 provincial parks

Storage Paper file

Retention Indefinitely

30 Provincial Park User Survey File

Objective To provide data on use and users of provincial parks.

Content A variety of information about park users and their use of provincial parks.

Accessibility Open file.
Address enquiries to Mr. D.E. Hallman, Senior Planner, telephone 965-3981.

Key Park name, type of user (day visitor/camper)

Size 89 parks by March 31, 1980

Storage Magnetic tape

Retention Indefinitely

Wildlife Branch :**31 Aerial Inventory of Moose**

Objective To provide data for statistical analysis of the moose population

Content Records of flight conditions and observations of moose.

Accessibility Open file.

Address enquiries to Dr. R.A. Stefanski, Biologist, Wildlife Program Development, telephone 965-4251.

Key Mercator Grid Code, Wildlife Management Unit

Size 500

Storage Magnetic tape

Retention Indefinitely

**32 Bear Hunter and Harvest Data
(Resident and Non-Resident)**

Objective To provide data for bear management in Ontario.

Content Results of mail survey questionnaire.

Accessibility Open file.

Address enquiries to Mr. J.M. Barbowski, Biometrician, Wildlife Services, telephone 965-7054.

Key MNR district

Size About 1,500 annually (dates to 1971)

Storage Magnetic tape

Retention Indefinitely

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group (cont'd):**Wildlife Branch (cont'd):****33 Beaver Population Dynamics**

Objective To provide data for beaver management relative to harvest potential.

Content The productivity, mortality and density of the beaver population.

Accessibility Open file.
Address enquiries to Mr. M. Novak, Co-ordinator, Fur Management, Wildlife Services, telephone 965-3345.

Key Specimen number and exact map location

Size 15,000

Storage Paper file

Retention Indefinitely

34 Big Game Killed by Means Other Than Legal Hunting

Objective To provide an independent means of assessing changes in game populations and of assessing natural mortality.

Content Data on big game killed by means other than legal hunting and the reproductive rates of animals killed.

Accessibility Open file.
Address enquiries to J.M. Barbowski, Biometrician, Wildlife Services, telephone 965-7054.

Key MNR district, wildlife management unit

Size 1,500 annually

Storage Magnetic tape

Retention Indefinitely

35 Deer Hunter and Harvest Data (Resident and Non-Resident)

Objective To provide data for deer management in Ontario.

Content Results of mail survey questionnaire. Data are available from 1969.

Accessibility Open file.
Address enquiries to Mr. J.M. Barbowski, Biometrician, Wildlife Services, telephone 965-7054.

Key MNR district

Size 10,000 annually (approx.)

Storage Magnetic tape

Retention Indefinitely

36 District Waterfowl Banding Report

Objective To provide reference data concerning waterfowl banding.

Content The number and species of waterfowl live - trapped and banded at various locations in each district.

Accessibility Open file.
Address enquiries to Mr. John Marcus, Biologist, Wildlife Program Development, telephone 965-4251.

Key None

Size 18

Storage Paper file

Retention 5 years

37 Moose Hunter and Harvest Data (Resident and Non-Resident)

Objective To provide data for moose management in Ontario

Content Results of mail survey questionnaire. Data are available from 1969.

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group (cont'd):**Wildlife Branch (cont'd):****Accessibility** Open file.

Address enquiries to Mr. J.M. Barbowski, Biometrician, Wildlife Services, telephone 965-7054.

Key MNR region

Size 10,000 annually (approx.)

Storage Magnetic tape

Retention Indefinitely

Accessibility Open file.

Address enquiries to Mr. R.L. Hepburn, Wildlife Research, telephone 832-2761.

Key MNR district, station designation.

Size 60,000

Storage Paper files

Retention Indefinitely

40 Small Game Hunter and Harvest Data (Resident and Non-Resident)

Objective To provide data for small game management.

Content Results of mail survey questionnaire.

Accessibility Open file.

Address enquiries to Mr. J.M. Barbowski, Biometrician, Wildlife Services, telephone 965-7054.

Key MNR region

Size Varies by survey year

Storage Magnetic tape

Retention Indefinitely

41 Summer Grouse Observations

Objective To provide data to follow trends in ruffed grouse populations and to predict availability of ruffed grouse on an annual basis.

Content Data on the grouse observed per mile of vehicle travel.

Accessibility Open file.

Address enquiries to J. Harkus, Wildlife Program Development, telephone 965-4251.

38 Predator Control

Objective To provide data for predator management

Content Data on investigations of predation (wildlife) on domestic stock and game populations.

Accessibility Open file.

Address enquiries to J.A. Shannon, Supervisor, Wildlife Services, telephone 965-4251.

Key None

Size 75-100 annually

Storage Paper file

Retention 10 years

39 Snow Cover Records

Objective To provide snow cover data that can be correlated with and eventually be used to predict survival of game animals.

Content Measurements of snow depth and crust conditions taken weekly at approximately 100 OMNR stations across the province from 1952-53 to the present along with freeze-up and break-up dates of reference lakes.

MINISTRY OF NATURAL RESOURCES

Outdoor Recreation Group (cont'd):

Wildlife Branch (cont'd):

Key None

Size 49

Storage Paper file and computer cards

Retention Indefinitely

**42 Summer Hunting and Harvest Data
(Resident and Non-Resident)**

Objective To provide data for small game management

Content Results of mail survey questionnaires.

Accessibility Open file.

Address enquiries to Mr. J.M. Barbowski, Biometrician, Wildlife Services, telephone 965-7054.

Key MNR district

Size Varies by survey year

Storage Magnetic tape

Retention Indefinitely

43 Waterfowl Census

Objective To provide Ontario's contribution to Atlantic Water Fowl Flyway.

Content The census figures for various species of waterfowl overwintering in Ontario waters of the Great Lakes and connecting waters.

Accessibility Open file.

Address enquiries to Mr. John Marcus, Biologist, Wildlife Program Development, telephone 965-4251.

Key Species and location

Size 15

Storage Paper file

Retention Indefinitely

MINISTRY OF THE SOLICITOR GENERAL

**Ontario Police Commission
(Supervision of Police Forces
Program):**

Accessibility Open file.
Address enquiries to Mr. W.R.
Lee, Advisor, Ontario Police
Commission, telephone 965-6071.

**01 Budget & Resources Information
Reporting-Municipal and Regional
Police Forces Administrations
Statistics**

Key None
Size 1,536 forms per year
Storage Paper file, computer
tape
Retention 10 years

Objective To provide data for
the maintenance of a system of
statistical records for the
purpose of aiding the police
forces in Ontario.

Content Statistics concerning
municipalities having a police
force. Relating to budgetary,
manpower and service levels.

Accessibility Open file.
Access through accredited
enforcement and government
agencies. Address enquiries to
Mr. S. Fairweather, Advisor,
telephone 965-6071.

Key Name and address
Size 207
Storage Paper file, computer
printout
Retention 3 years

Ontario Provincial Police Program:**Management Division:****03 Uniform Crime Reporting -
Criminal Occurrences**

Objective To supply statistics
to Statistics Canada re
criminal occurrences and to
provide crime information to
O.P.P. administration.

Content Forms LE28A and
Statistics Canada Forms "C"
which record by month for each
O.P.P. detachment:
1. number of reported and actual
offences
2. offences cleared and how
cleared
3. sex and age group of
offenders charged (these
offences are against Criminal
Code of Canada, other federal
laws, provincial statutes and
municipal by-laws within
O.P.P. jurisdiction).

Accessibility Open file.
Address enquiries to Supt. J.F.
Foley, Director, Planning and
Research, telephone 965-2542.

Key None
Size 2,400 forms per year
50,000 computer tape
records per year
Storage Paper file, computer
tape
Retention 1 calendar year plus
the current year for original
forms. Not determined for tapes

**02 Uniform Crime Reporting -
Criminal and Traffic Occurrences
in Municipal and Regional Police
Forces of Ontario**

Objective To supply statistics
re criminal occurrences to
Statistics Canada and municipal
forces.

Content Statistics Canada Forms
92-1 and 93-1 which record by
month for each force:

1. number of reported and actual
offences
2. offences cleared and how
cleared
3. sex and age group of
offenders charged (these
offences are under Criminal
Code of Canada, other federal
laws, provincial by-laws
within their jurisdiction).

MINISTRY OF THE SOLICITOR GENERAL

Ontario Provincial Police Program
(cont'd):**Management Division** (cont'd):**04 Uniform Crime Reporting - Police Administration Statistics**

Objective To provide data for input to Statistics Canada statistics and O.P.P. annual report.

Content Records:

1. area policed and population
2. transport in use
3. full-time personnel complement
4. number of occurrences re: missing persons, drownings and auto thefts.

Accessibility Open file.
Address enquiries to Supt. J.F. Foley, Director, Planning and Research, telephone 965-2542.

Key None

Size Not available

Storage Paper file

Retention Not decided

05 Uniform Crime Reporting - Traffic Occurrences

Objective To supply statistics to Statistics Canada re traffic accidents and offences.

Content Statistics Canada Form "T" recording by district for each month:

1. number of traffic offences reported and actual
2. offences cleared and how cleared
3. sex and age group of offenders (offences re: Criminal Code of Canada, other federal laws, Ontario Highway Act, other provincial Acts, and municipal by-laws, within O.P.P. jurisdiction).

Accessibility Open file.

Address enquiries to Supt. J.F.

Foley, Director, Planning and

Research, telephone 965-2542.

Key None

Size 30 forms per month

Storage Paper file

Retention 2 years

Public Safety Division Program:**Centre of Forensic Sciences:****06 Breathalyzer Statistics**

Objective To provide data on:

1. location of tests
2. number of interviews
3. number of refusals
4. number of tests
5. number charged
6. number not charged (low reading)

Content Annual report of breathalyzer programme.

Accessibility Open file.

Address enquiries to Mr. D.M.

Lucas, Director, telephone

965-2561.

Key Force interviewing, location and results

Size Not stated

Storage Paper file

Retention 25 years

07 Monthly Report of Cases

Objective To provide data on:

1. numerical count of cases received and reported
2. court appearances of staff
3. workload in terms of exhibits submitted for examination.

Content Monthly-annual reports of cases, their place of origin, type, number of exhibits and court appearances.

MINISTRY OF THE SOLICITOR GENERAL

Public Safety Division Program

(cont'd):

Centre of Forensic Sciences (cont'd):**Accessibility** Open file.

Address enquiries to Mr. D.M.

Lucas, Director, telephone

965-2561.

Key Type of case, place of
origin, number of exhibits and
court appearances**Size** Not stated**Storage** Paper file**Retention** 5 years**Chief Coroner's Office:****08 Coroner's Investigation File,
Coroner's Inquest File****Objective** To provide statistical
data by main heading and
sub-heading cause of death.**Content**

1. Post Mortem Report
2. Laboratory Reports
3. Medical Certificate of Death
4. Police Report
5. Coroners Investigation
Statement
6. Coroner's Inquest Statement
(if inquest held)
7. General Correspondence
relating to death
8. Verdict of Coroner's Jury.

Accessibility Open file, after
inquest is held. Address
enquiries to Mr. E.L. Martin,
Office Manager, telephone
965-6678.**Key** Numerical code, card index**Size** 27,000 annually**Storage** Paper file**Retention** Maintained in files
for 25 years for inquests and
15 years for investigations

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Communications Division:**Communications Policy Branch:****01 Census (CENSUS module)**

Objective To permit definition of areas for determination of service availability from CATV TV, and independent telephone companies in Ontario. To permit analysis of demographics of CATV, TV and independent telephone company subscribers.

Content This module contains the following data at the level of 1976 enumeration areas; households, labour force, and codes for the CATV or independent telephone company serving each EA. TV and CATV services are listed for each EA.

Accessibility Open file.
Address enquiries to Mr. J.A. O'Flynn, Manager,
Cable/Broadcast Research Office,
telephone 248-3961.

Key Region, county, ED, EA,
independent telephone company
code, Statistics Canada CATV
system code

Size Not available

Storage Disc and tape - System
2000 database

Retention Under review

02 CRTC Decisions (CRTC module)

Objective To permit identification of all decisions of the federal regulatory commission, CRTC, dealing with broadcast and cable companies in Ontario.

Content Coded data on CRTC decisions.

Accessibility Open file.
Address enquiries to Mr. J.A. O'Flynn, Cable/Broadcast
Research Office, telephone
248-3961.

Key Decision number, applicant
name, location, decision subject.

Size 0.5 megabytes

Storage Disc - System 2000
database

Retention Under review

**Finance and Administration:
Financial Planning and Administration
Branch:**

**03 Expenditures on Highways by
County and District**

Objective To provide data on expenditures on highways for political, statistical and press releases by various jurisdictions.

Content Data on expenditures on highways by county and district.

Accessibility Open file.
Address enquiries to Mr. A.W.
Ferguson, telephone 248-3477.

Key Highway number and location
Size 1,000

Storage Magnetic tape

Retention Indefinitely

04 Tender Price Index

Objective To provide data for:
cost estimates, budget purposes,
comparing price trends with
other provinces and signalling
unusual price movements.

Content Data on prices, contract
numbers, quantities and
location of work performed by
contractors on behalf of the
Ministry of Transportation and
Communications.

Accessibility Open file.
Address enquiries to Mr. A.W.
Ferguson, telephone 248-3477.

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Finance and Administration (cont'd):
Financial Planning and Administration
Branch (cont'd):

Key Contract number and tender item
Size 500
Storage Paper file
Retention 35 years

05 Water Transportation Report -
Operating Expenses of Ferry Boats

Objective To provide data to report to Statistics Canada the Ministry of Transportation and Communication's operating expenses for the various ferries; in compliance with Water Transportation Report, Statistics Act, Chapter 257.

Content The operating expenses of ferries under the Ministry of Transportation and Communications' jurisdiction.

Accessibility Open file.
 Address enquiries to Mr. A.W. Ferguson, telephone 248-3477.

Key None
Size Not available
Storage Paper file
Retention Indefinitely

Provincial Highways (Highway
Engineering Division):

Design and Construction Branch:

06 Hydrometric Records (HYMEDA)
(Stream Flow Records)

Objective To provide surface water data for Ontario and for some boundary streams, which may be used: for hydrologic calculations; for derivation of flood magnitudes and frequencies; and, for flood frequency plots.

Content

1. Description of station, name and location
2. maximum annual mean daily discharges
3. maximum annual instantaneous discharges.
 Dates for 2 and 3; time for 3; theoretical return frequency of flood for period on record for 2 and 3.

Accessibility Open file.
 Address enquiries to Mr. J.D. Harris, Head, Hydrology Section, telephone 248-3723.

Key I.W.B. gauging station numbers. (Geographical location is included in the number.)
Size 676 records comprising up to 1,000 fields each
Storage Magnetic tape
Retention Indefinitely

Engineering Materials Office:

07 Chloride Concentration in
Structural Concrete

Objective Historic data retained for maintenance purposes

Content Chloride concentration in concrete at various depths in the concrete below the surface.

Accessibility Open file.
 Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key At various structures and pavement locations in the province.
Size 300 structures
Storage Paper file
Retention Indefinitely

08 Construction Information System
(Concrete)

Objective Historic for maintenance purposes

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Provincial Highways (Highway Engineering Division) (cont'd):**Engineering Materials Office (cont'd):**

Content Strength test results on the plastic and hardened concrete.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key Contracts containing concrete in the province.
Size 2,500 contracts, 300,000 samples

Storage Magnetic tape, punch cards and file

Retention Life of structure, approx. 40 years

09 Ferrous Hydroxide Concentration - Half Cell Voltage Reading

Objective Historic for maintenance purposes.

Content Half cell readings of the voltage in concrete at a certain date.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key Various structures in the province

Size 200 structures

Storage File

Retention Indefinitely

10 Geotechnical Cross Reference and Retrieval System (Geocres)

Objective To provide subsoil, bedrock and ground-water information within the province of Ontario for government agencies, civil engineering and geological consultants, contractors, institutions of learning and the general public and to serve archive purposes.

Content The results of all the foundations subsoil investigations carried out between 1954 and the current year by the Ministry or by consultants directly or indirectly for the Ministry. The locations of the investigations are marked on detailed maps. Reports and soil data may be viewed by microfiche reader.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key Geographical locations, work order, project, contract, district, site and highway numbers

Size 3,500

Storage Paper file, microfiches, cross-index computer printouts

Retention Indefinitely

11 Asphalt Cement and Bituminous Mixtures

Objective Long term performance study

Content Type of mix; tests performed on the mix and materials; sources of materials.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key Contract number, location

Size 70,000 records

Storage Paper file, computer

Retention Indefinitely

12 Mays Meter

Objective To conduct road roughness survey of highways by region as requested.

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Provincial Highways (Highway Engineering Division) (cont'd):**Engineering Materials Office (cont'd):**

Content Roughness readings in inches per mile as given by Mays Meter. Surveys are of old highways before resurfacing and newly constructed or resurfaced highways. Results are summarized by contract, location, average inches per mile and standard deviation.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, Manager, Engineering Materials Office, telephone 248-3987.

Key Geographical location, highway number

Size 1,000 records

Storage Paper file

Retention Indefinitely

13 Mineral Aggregate Inventory

Objective To assess the suitability of aggregates for Ministry contracts.

Content Location, quantity and quality of aggregates, results of physical, chemical and petrographic tests, history of past usage of aggregates.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key Source number, geographical location

Size 15,000 sources

Storage Paper file, militia maps

Retention Indefinitely

14 M.T.C. Water Supply Inventory

Objective To assess need and efficiency of domes and to monitor salt contamination level in well water.

Content Well drilling record, salt and other mineral content of water. Readings have been taken twice yearly since 1967.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key Ministry district, well number, geographical location

Size Data on 300 wells

Storage Paper file

Retention Indefinitely

15 Pavement Management Feedback and Information System (PAMFIS)

Objective To provide feedback information on design, construction, maintenance and performance of various pavement structures built within Ontario's King's and secondary highways systems.

Content Information on basic pavement design elements, construction, materials and subsequent history of pavement performance and behaviour. New reconstruction and resurfacing projects are added to the file every year.

Accessibility Open file.
Address enquiries to Mr. A.G. Stermac, telephone 248-3987.

Key Contract number, Highway number

Size 1,300 contracts

Storage Computer disc and magnetic tape

Retention Indefinitely

Structural Office:**16 Ontario Structure Inventory System (OSIS)**

Objective To gain ready access to information described in content.

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Provincial Highways (Highway Engineering Division) (cont'd):

Structural Office (cont'd):

Content Data on design construction, general status, structure appraisal, maintenance inspection and cost of repairs of highway bridges and culverts in the Province of Ontario. (Data on cost of repairs has not yet been entered.)

Accessibility Open file. Address enquiries to Mr. B.S. Richardson, Head, Procedures Section, Structural Office, Downsview, telephone 248-3492.

Key County Site number, Township Site number, Contract number, Work project number, and OSIS Sequence number

Size Data on 12,500 structures (85% of all structures in Ontario). New data is being added when available. Maximum capacity of the OSIS data bank is 30,000 structures

Storage Computer disc (Index file) and magnetic tape (Master file)

Retention Indefinitely

Provincial Highways (Priority Development Branch):

17 Highway Inventory Counts

Objective Input to highway planning.

Content Hourly volumes daily volumes, average weekday traffic, average daily traffic, directional splits, design hour volume, sectional pattern, average annual daily traffic, summer average daily traffic, summer average weekday traffic, winter average daily traffic.

Accessibility Open file.

Address enquiries to Mr. P.T. Froggatt, Head, Reference and Information Systems Section, telephone 248-3066.

Key Hourly counts

Size Not available

Storage Hard copy

Retention Indefinitely

18 Permanent Counting Station Counts

Objective Input to highway planning.

Content Hourly volumes, daily volumes, monthly A.D.T. and A.W.T. 30th highest hourly volume, AADT, SADT, SAWDT, WADT, monthly variation factors, bi-weekly adjustment factors, highest hourly and daily volumes in a month, lane distribution, and directional split.

Accessibility Open file.

Address enquiries to Mr. P.T. Froggatt, Head, Reference and Information Systems Section, telephone 248-3066.

Key 15-minute and hourly counts

Size 22 locations

Storage Hard copy; magnetic tape

Retention Indefinitely

19 Plots of Performance Indicators

Objective Summary of yearly programs.

Content King's highways and secondary highways, miles of road, vehicle kilometers of travel.

Accessibility Open file.

Address enquiries to Mr. P.T. Froggatt, Head, Reference and Information Systems Section, telephone 248-3066.

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

Provincial Highways (Priority Development Branch) (cont'd):

Key Ministry districts and regions
 Size Not available
 Storage Hard copy
 Retention Indefinitely

Accessibility Open file.

Address enquiries to Mr. John Moffat, Manager, Municipal Roads Office, telephone 248-3621.

Key Name, location, year
 Size 7,000
 Storage Paper file
 Retention Indefinitely

Ontario Telephone Service Commission:**20 Telephone Systems Annual Reports and Statistics Canada Reports**

Objective To provide information on the operation of independent telephone systems in Ontario.

Content Aggregate financial information on the operation and statistics on the number of telephones in the independent telephone systems.

Accessibility Open file.
 Address enquiries to Mr. P.G. Schofield, Secretary/Registrar, Ontario Telephone Services Commission, telephone 248-3831.

Key Financial data
 Size 31 telephone systems
 Storage Paper file
 Retention 8 years

Provincial/Municipal Transportation (Transportation Programs Division):**Municipal Roads Office:****21 Municipal Roads and Streets Kilometric Reports**

Objective To provide data on municipal roads and streets for statistical and subsidy purposes.

Content Breakdown of municipal road mileages annually compiled by ministry districts, county, jurisdiction, surface type, number of lanes (1969-1977).

Provincial/Municipal Transportation (Planning Division):**Demand Analysis and Forecasts Office:****22 Census Place of Work Data 1971**

Objective To provide place of work and residence data of all CMA's in Ontario.

Content 1971 Census flow of employed labour force between place of work and place of residence of all CMA's within Ontario.

Accessibility Open file.
 Address enquiries to Mr. V.C. Ma, Demand Analysis and Forecasts Office, telephone 248-3795.

Key 1971 census tracts, maps and list
 Size Several files
 Storage Computer tape and list
 Retention Indefinitely

Urban and Regional Transportation Planning Office:**23 Time Series Census Data**

Objective To provide census information by municipality and census subdivision for constant 1976 census boundaries.

Content 1971 and 1976 population, housing and employment statistics (70 variables).

MINISTRY OF TRANSPORTATION AND COMMUNICATIONS

**Provincial/Municipal Transportation
(Planning Division) (cont'd):****Urban and Regional Transportation
Planning Office (cont'd):**

Accessibility Open file.
Address enquiries to Demand
Analysis and Forecasts Office,
telephone 248-3795.

Key 1971 and 1976 census
Size 912 CSD's
Storage Computer tape
Retention Indefinitely

24 Time Series Employment Data

Objective To provide a listing
of employees of firms with 50 or
more employees by municipality
and census subdivision.

Content 1974 and 1979 employment
by place of employment for the
years 1974 and 1979, for
Ontario, CSD's and CD's.

Accessibility Open file.
Address enquiries to Demand
Analysis and Forecasts Office,
telephone 248-3795.

Key Adopted from Dun and
Bradstreet
Size 912 CSD's
Storage Computer tape
Retention Indefinitely

MINISTRY OF TREASURY AND ECONOMICS

Support Services:**Central Statistical Services:****01 Census of Manufactures, County -
Major Industry Group Data,
1967-1978**

Objective To provide the Ministry of Treasury and Economics with manufacturing statistics for economic analysis and policy formulation.

To facilitate analysis of aggregate county level data in accordance with the needs of Ontario Government ministries and the public.

Content Data for each major group within county consisting of: number of establishments, number of male employees, number of female employees, salary and wages, value added (manufacturing), value added per employee and wages and salaries per employee.

Accessibility Confidential file.
Address enquiries to Data Management, telephone 965-7078.

Key Census year, county and major industry group
Size 12,000 records per year
Storage Magnetic tapes
Retention 12 years

**02 Census of Manufactures, Energy
Consumption, 1971-1978**

Objective To provide the Ministry of Treasury and Economics with manufacturing statistics for economic analysis and policy formulation.

To supply aggregated data to other Ontario Government ministries and the public.

Content Energy statistics commodities carried in the Fuel and Electricity section of the Census of Manufactures Questionnaires by industry. Annual publication: Consumption of Fuel and Electricity by Ontario Manufacturing Industries.

Accessibility Confidential file.
Address enquiries to Data Management, telephone 965-7078.

Key Commodity name and standard industrial classification
Size 6,800 records per year
Storage Magnetic tapes
Retention 12 years

**03 Census of Manufactures,
Establishment Data, 1967-1978**

Objective To provide the Ministry of Treasury and Economics with manufacturing statistics for economic analysis and policy formulation.

To supply aggregated data to other Ontario Government ministries and the public.

Content Data for each establishment classified by industry, geographical location, type of organization and establishment size for Ontario. The statistics include inventories, fuel and electricity consumed by commodity, materials and supplies used, shipments, production, employment, payroll, hours worked, hours paid.

Accessibility Confidential file.
Address enquiries to Data Management, telephone 965-7078

MINISTRY OF TREASURY AND ECONOMICS

Support Services (cont'd):**Central Statistical Services (cont'd):**

Key 1967 to 1972: Standard Industrial Classification (SIC), Geographical and Establishment codes
1973 to 1976: SIC and Record Serial Number.

Size 13,000 records per year

Storage Paper file, magnetic tapes

Retention 12 years

04 Census of Manufactures, Establishment Description, 1970-1979

Objective To generate selected and sorted listings and labels of Ontario establishments reporting in the Census of Manufactures, for mail-out purposes and for assistance in analysis.

Content Names and addresses of establishments, classified by industry, geographical location, change in establishment status (e.g. by amalgamation or by industry transfer) and in some cases, by employment size range (1970-77) and type of ownership (Canadian or foreign owned 1970). Generated in alphabetical, geographical or industry sequences.

Accessibility Files are initially confidential although special arrangements exist to facilitate release of data within the government for restricted use by specific branches. When all establishment data are validated for a given census year, then the basic establishment description information (except head offices) becomes non-confidential. Address enquiries to Data Management, telephone 965-7078.

Key Record serial number

Size 16,000 records per year

Storage Magnetic tapes, computer printouts

Retention 12 years

05 Census of Manufactures, Manufactured Commodities 1971-1978

Objective To provide the Ministry of Treasury and Economics with manufacturing statistics for economic analysis and policy formulation.

To supply aggregated data to other Ontario Government ministries and the public.

Content

1. Output commodity statistics (quantities and values) for all Ontario.
2. Output commodities, by establishment for Ontario. Each record is classified for geographical location (by municipality, planning region and metropolitan area codes and industry).

Accessibility Confidential file. Address enquiries to Data Management, telephone 965-7078.

Key

1. Standard Industrial Commodity Classification (ICC)
2. Record Serial Number (RSN)

Size

1. 1,750 records per year
2. 33,000 records per year

Storage Magnetic tapes

Retention 12 years

MINISTRY OF TREASURY AND ECONOMICS

Support Services (cont'd):

To supply aggregated data to other Ontario Government ministries and the public.

Central Statistical Services (cont'd):**06 Census of Manufactures Multi-Year Establishment Level File of Ontario Manufacturing Statistics (MEFOMS), 1971-1978**

Objective To provide the Ministry of Treasury and Economics with manufacturing statistics for economic analysis and policy formulation.

To facilitate analysis of Census of Manufactures data at various levels of aggregation in accordance with the needs of Ontario Government ministries and the public.

Content (1971-1978) Data for each establishment are provided, including: standard industrial classification, county and municipality codes, planning region codes, type of organization code, value of shipments, value added, number of production workers, number of salaried employees (male and female), production wages, total salaries, total cost of fuel and electricity consumed, cost of manufacturing materials.

Accessibility Confidential file. Address enquiries to Data Management, telephone 965-7078.

Key Census year, record serial number
Size 75,000 records per year
Storage Magnetic tapes
Retention 12 years

07 Census of Manufactures, New Establishment File 1966-1975

Objective To provide the Ministry of Treasury and Economics with manufacturing statistics for economic analysis and policy formulation.

Content Establishment level information. In addition to the principal statistics each record indicates the age of each establishment and its status (active or discontinued). The file is designed to facilitate the inclusion of new data as they become available. (Corresponding information for 1976 and 1977 can be generated from file 04).

Accessibility Confidential file. Address enquiries to Data Management, telephone 965-7078.

Key Year of operation, record serial number
Size 6,000 records
Storage Magnetic tapes
Retention 12 years

08 Census of Manufactures Principal Statistics 1949-1978

Objective To provide the Ministry of Treasury and Economics with manufacturing statistics for economic analysis and policy formulation.

To supply aggregated data to other Ontario Government ministries and the public.

Content

1. (1961-1977) Industry level principal statistics for Canada and for each province.
2. (1949-1961) Major industry group level principal statistics for Canada and for each province.
3. (1961-1977) Industry level principal statistics for Ontario.

MINISTRY OF TREASURY AND ECONOMICS

Support Services (cont'd):**Central Statistical Services (cont'd):****Accessibility**

1. Open file
 2. Open files.
 3. Confidential file.
- Address enquiries to Data Management, telephone 965-7078.

Key

1. Census year and SIC
2. Census year and major industry group
3. Census year and SIC

Size

1. 4,000 records per year
2. 5,000 records
3. 1,000 records

Storage Magnetic tapes**Retention** 12 years**09 Census of Manufactures: Products Shipped by Canadian Manufacturers, Ontario 1977****Objective** To provide commodity information to requestors.**Content** Commodity name, corresponding industrial commodity classification code (I.C.C.), units of measure, quantity and value.**Accessibility** Open file.
Confidential data have been suppressed prior to the creation of this file. Address enquiries to Data Management, telephone 965-7078.**Key** I.C.C. code**Size** 10,600 records, annual**Storage** Magnetic tape**Retention** 12 years**10 Census of Manufactures:****Estimated Monthly Shipments by Ontario's Leading Manufacturing Industries****Content** Monthly estimates of the value of shipments representing approximately 40 leading manufacturing industries in Ontario.**Accessibility** Open file.**Key** Standard Industrial Classification (S.I.C.)**Size** Each document contains approximately 3 years information**Storage** Documents are in the form of computer printouts**Retention** 2 years for each document**11 Census of Population and Housing****Objective** To provide data to government researchers, policy planners, and the public.**Content** Preplanned tabulations in the subject matter areas of demography, family, households, housing, schooling, income, labour force, immigration/migration and intra-area travel. Data are available for the census years 1961, 1971, and 1976.**Accessibility** Open file.
Address enquiries to Data Management, telephone 965-7078.**Key** Year, geographic code**Size** 15,000 records per file (approx.)**Storage** Microfilm (1971), Microfiche (1976) and tapes**Retention** Indefinitely

MINISTRY OF TREASURY AND ECONOMICS

Support Services (cont'd):**Central Statistical Services (cont'd):****12 Driver Licence Transfers**

Objective To obtain information on internal migration.

Content Old and new municipalities of drivers reporting address changes, by age and sex. No personal identifiers. Data are available for calendar years 1975 and 1976 and for June 1, 1976 to May 31, 1977; June 1, 1977 to May 31, 1978; June 1, 1978 to May 31, 1979; and, June 1, 1979 to May 31, 1980.

Accessibility Open file.
Address enquiries to Dr. J. Singh, Social and Economic Data, telephone 965-2217.

Key Municipality
Size One million
Storage Magnetic tape
Retention 5 years

13 Labour Force Projections

Objective To provide estimates of future labour force for planning purposes.

Content For each projection year, numbers of persons by age groups, sex and county. Data are available for 1976-2001.

Accessibility Open file.
Address enquiries to Miss D. Fetterly, or Mr. C. Tappenden, Social and Economic Data, telephone 965-2217.

Key County
Size 30,000 elements
Storage Computer file
Retention Projections are updated every 5 years, following the census of population of Canada.

14 Population Projections by County

Objective To provide estimates of future population for planning purposes.

Content For each projection year, numbers of persons by age, sex and county. Data are available for 1976-2001.

Accessibility Open file.
Address enquiries to Mr. G. Kozab, Dataline, telephone 964-9515, or Mr. C. Tappenden, Social and Economic Data, telephone 965-2217.

Key County
Size 250,000 elements
Storage Computer file
Retention Projections are updated every 5 years, following the census of population of Canada

15 Population Projections by Municipality

Objective To provide estimates of future population for planning purposes.

Content For each projection year, numbers of persons by age and sex for municipalities of 10,000 population and over. Data are available for 1976-2001.

Accessibility Open file.
Address enquiries to Mr. C. Tappenden, Social and Economic Data, telephone 965-2217.

Key Municipality
Size 350,000 elements
Storage Computer file
Retention Projections are updated every 5 years, following the census of population of Canada

MINISTRY OF TREASURY AND ECONOMICS

Support Services (cont'd):**Central Statistical Services (cont'd):****16 Quarterly Ontario Economic Accounts**

Objective To provide data on aggregate production, income and expenditure in Ontario for planning and policy analysis purposes.

Content Estimates of gross provincial product, gross provincial expenditure, personal income and their main components. Data are quarterly, for the period 1947 to the current quarter.

Accessibility Open file.
Address enquiries to Mr. G. Kozab, Dataline, telephone 964-9515, or Mr. C. Tappenden, Social and Economic Data, telephone 965-2217.

Key Item Number
Size 5,000 elements
Storage Computer file
Retention Data are updated and revised annually

17 Revenue Enumeration Data

Objective To obtain annual estimates of population by municipality and county.

Content For each residential property: number of occupants by age and sex, type of occupancy, religion, school support, citizenship, county and municipality. No individual person or property identifiers.
Data are as of December, 1979.

Accessibility Open file.

Address enquiries to Dr. J. Singh, Social and Economic Data, telephone 965-2217.

Key Municipality
Size 8,000,000
Storage Magnetic tape
Retention 10 years

18 Vital Statistics

Objective To obtain data on births, deaths and marriages for population projection purposes.

Content Vital statistics.
Births by sex of infant, age of mother, residency, order of birth, place of birth. Deaths by age and sex, cause, residency, place of death. Marriages by age of each partner, first or other marriage and residency of each partner. Data are available for the years 1951-1978.

Accessibility Open file.
Address enquiries to Dr. J. Singh, Social and Economic Data, telephone 965-2217.

Key Municipality
Size 250,000 records per year
Storage Magnetic tape
Retention Indefinitely

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